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IDENTIFIERS	*Faculty Handbooks; Southwest Missouri State University

ABSTRACT

The 1975 edition of the Southwest Missouri State University faculty handbook outlines the university administrative and faculty organization. Faculty policies detailed include academic freedom, tenure, dismissal, affirmative action, appointments, evaluations, leaves, salaries, research, speakers, and student rights. The handbook lists faculty duties and benefits as well as general personnel procedures. (JMF)

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ED122658

FACULTY HANDBOOK

1975-76

SOUTHWEST MISSOURI STATE UNIVERSITY

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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The Faculty Handbook

Eleventh Edition

...

Academic Year 1975-76

SOUTHWEST MISSOURI STATE UNIVERSITY
Springfield, Missouri

FOREWORD

From many sources, suggestions for improvement of the 1975-76 Faculty Handbook have come to me. I am pleased at such interest, for it indicates that faculty and staff members are turning to the Handbook for information about the organization, policies, faculty duties and benefits, and procedures of our ever-more-complicated University.

With a few exceptions for purposes of emphasis, this Handbook contains information that is not found in the University catalog or in other campus publications. In some instances, however, the catalog is used as a cross reference. Faculty and staff members should familiarize themselves with both the Handbook and the catalog in order that they be more fully informed on matters pertaining to the institution.

If you have ideas for making the Handbook more useful, please send them to me.

ROBERT K. GILMORE
Dean of Faculties

August 18, 1975

SOUTHWEST MISSOURI STATE UNIVERSITY

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1. Carrington Hall
2. Athletic Dormitory
3. Basketball Courts
4. Blair-Shannon House
5. Briggs Stadium
6. Campus Bookstore
7. Campus Union
8. Craig Hall
9. Ellis Hall
10. Freudenberger House
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12. Greenhouse
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17. Karls Hall
18. Library
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28. Woods House
29. New Industrial Education Building Site--boundaries, Grand, Clay, Belmont and Dollison Streets.
30. Proposed Recreation Building Site--boundaries, Monroe, Clay, Holland, and Harrison Streets.

OFFICIAL CALENDAR 1975-76

Fall 1975

August 21 (Thurs.)	Freshman Orientation
August 21-22 (Thurs.-Fri.)	Registration
August 25 (Mon.)	Classes Begin
September 1 (Mon.)	Labor Day Vacation
October 14 (Tues.)	All Thursday Classes Meet
October 15 (Wed.)	All Friday Classes Meet
October 16, 17 (Thurs.-Fri.)	Southwest District Teachers Meeting
October 20 (Mon.)	Mid-Semester -- Block Classes End
November 26 (Wed.) after 11:50 a.m.	
November 27-30 (Thurs.-Sun.)	Thanksgiving Vacation
December 12 (Fri.)	Last Day of Classes
December 15-19 (Mon.-Fri.)	Terminal Period
December 19 (Fri.)	Commencement

Spring 1976

January 12 (Mon.)	Freshman Orientation
January 12-13 (Mon.-Tues.)	Registration
January 14 (Wed.)	Classes Begin (All Monday Classes Meet)
February 16 (Mon.)	Presidents Day Vacation
March 8 (Mon.)	Mid-Semester -- Block Classes End
March 13-21 (Sat.-Sun.)	Spring Vacation
April 16-19 (Fri.-Mon.)	Easter Vacation
April 29 (Thurs.)	All Monday Classes Meet
May 7 (Fri.)	Last Day of Classes
May 10-14 (Mon.-Fri.)	Terminal Period
May 14 (Fri.)	Commencement

Summer 1976

June 6 (Sun.)	Freshman Orientation
June 7 (Mon.)	Registration
June 8 (Tues.)	Classes Begin
June 12 (Sat.)	Regular Class Meeting Day, 8-week session
July 5 (Mon.)	Holiday
July 29 (Thurs.)	Last Day of Classes, 8-week session
July 30-31 (Fri.-Sat.)	Terminal Class Period
July 31 (Sat.)	Commencement

OFFICIAL CALENDAR 1976-77

Fall 1976

August 19 (Thurs.)	Freshman Orientation
August 19-20 (Thurs.-Fri.)	Registration
August 23 (Mon.)	Classes Begin
September 6 (Mon.)	Labor Day Vacation
October 13 (Wed.)	Block Classes End
October __ - __ (Thurs.-Fri.)	Southwest District Teachers Meeting
October 19 (Tues.)	All Thursday Classes Meet
October 20 (Wed.)	All Friday Day Classes Meet All Wednesday Evening Classes Meet
November 24 (Wed., 11:50 a.m.)- November 28 (Sun.)	Thanksgiving Vacation
December 10 (Fri.)	Last Day of Classes
December 13-17 (Mon.-Fri.)	Terminal Period
December 17 (Fri.)	Commencement

Spring 1977

January 10 (Mon.)	Freshman Orientation
January 10-11 (Mon.-Tues.)	Registration
January 12 (Wed.)	Classes Begin
January 19 (Wed.)	All Monday Classes Meet
February 21 (Mon.)	Presidents Day Vacation
March 4 (Fri.)	Block Classes End
March 14-18 (Mon.-Fri.)	Spring Vacation I
April 8-11 (Fri.-Mon.)	Spring Vacation II
April 14 (Thurs.)	Monday Classes Meet
May 6 (Fri.)	Last Day of Classes
May 9-13 (Mon.-Fri.)	Terminal Period
May 13 (Fri.)	Commencement

Summer 1977

June 5 (Sun.)	Freshman Orientation
June 6 (Mon.)	Registration
June 7 (Tues.)	Classes Begin
July 4 (Mon.)	Independence Day Holiday
July 28 (Thurs.)	Last Day of Classes
July 29-30 (Fri.-Sat.)	Terminal Period
July 30 (Sat.)	Commencement

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UNIT I -- ORGANIZATION

BOARD OF REGENTS

Southwest Missouri State is under the general control and management of the Board of Regents, which, according to statutes of the State of Missouri, possesses full power and authority to adopt all needful rules and regulations for the guidance and supervision of SMS.

The six members of the Board are appointed by the Governor of the State of Missouri, by and with the advice and consent of the Missouri State Senate, to serve six-year terms. Two appointments are normally made every biennium during a regular session of the General Assembly.

The Regents now serving are:

Horace S. Haseltine, Springfield, Missouri
T. M. Macdonnell, Marshfield, Missouri
Harry B. Kelly, West Plains, Missouri
Joseph L. Johnston, Springfield, Missouri
Ramona McQueary, Springfield, Missouri
William L. Turk, Mt. Vernon, Missouri

Arthur L. Mallory, Ex Officio,
--Missouri State Commissioner of Education

ADMINISTRATIVE ORGANIZATION

The structure of the administrative organization of SMS is illustrated in the organizational charts on the pages 3 through 8.

FACULTY ORGANIZATION

The faculty has an active and vital role in the organizational structure of the institution. The "Constitution of the Faculty," on pages 11-23, was adopted in 1972. It embodies a new organizational concept better to serve SMS, which has more than doubled in student population and in faculty personnel in the last decade. The 1972 Constitution replaced the first "Constitution of the Faculty," which became effective in 1962.

THE GRADUATE SCHOOL

All aspects of the SMSU graduate program are administered through the Graduate School by the Graduate Dean.

Graduate Council. The Graduate Council recommends policy governing graduate work through the Dean of the Graduate School to the Dean of Faculties, who in turn makes recommendations to the President for presentation to the Board of Regents.

The Graduate Council consists of one member elected from each department offering a graduate degree, the Director of Admissions, and the Dean of the Graduate School (who presides). Departments not represented may elect an ad hoc member when presenting material to the council. The Graduate Council passes upon all graduate curricular matter and other matters relating to the graduate program. To expedite business, course and program materials are examined by a standing Curriculum Screening Committee appointed by the Graduate Dean. Graduate Council actions are forwarded by the Dean along with his favorable or unfavorable recommendations. The Graduate Faculty has a 20-day right of challenge to Council actions.

Graduate Faculty. Departments offering one or more 500-level (graduate only) courses submit credentials of departmental faculty members to the Graduate Council for approval and membership in the Graduate Faculty. Prospective faculty credentials are sent by the Department Head through the School Dean to the Graduate Dean, who submits credentials to the Graduate Council. In practice, the Council has approved Graduate Faculty on the basis of terminal degree, teaching assignments expected, and, in a few cases, special qualifications. Up to fifteen percent of the Graduate Faculty may be elected from faculty without earned doctorates; no more than two unfavorable votes on the Graduate Council may be cast in this special case.

The Graduate Faculty has the following rights and duties:

1. To teach all 500-level courses, unless in "extraordinary circumstances" temporary, one-semester approval is granted by the Deans of both the graduate and the academic schools. (400-level courses, open for graduate credit and approved by the Graduate Council, are staffed at the discretion of the Department Head.)

2. In each department offering a graduate degree, the graduate faculty members vote for a representative on the Graduate Council for a three-year term; terms are staggered to insure continuity of the council.

3. Graduate Faculty can meet as a body (a) by challenging actions of the Graduate Council or (b) by petition.

WEST PLAINS RESIDENCE CENTER

The Residence Center at West Plains, Missouri, was established in September, 1963. It now occupies its own facilities, Kellett Hall and Kellett Annex, which provide office, classroom, and other accomodations. Some classes, which meet from 4 p.m. to 10 p.m. each day, continue to meet in the West Plains High School building.

Students at West Plains are expected to meet all SMS requirements in effect on the Springfield campus.

Faculty members at West Plains have the same privileges and are subject to the same regulations as are faculty members on the Springfield campus. Provision is made in the "Constitution of the Faculty" for the West Plains faculty to be represented in the Faculty Senate.

Southwest Missouri State University

ADMINISTRATIVE ORGANIZATIONAL CHART

August 1975

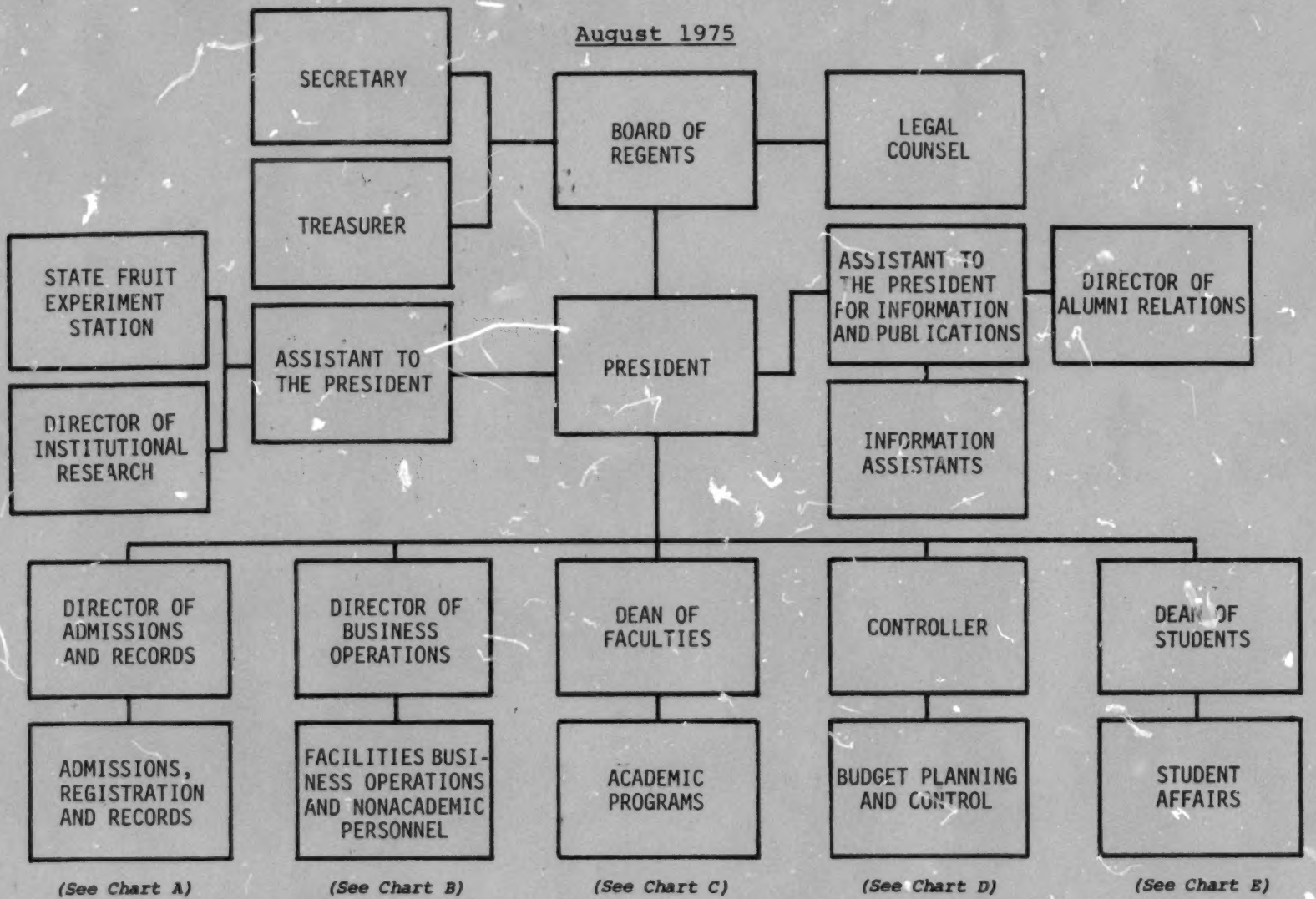


Chart A

OFFICE OF ADMISSIONS AND RECORDS

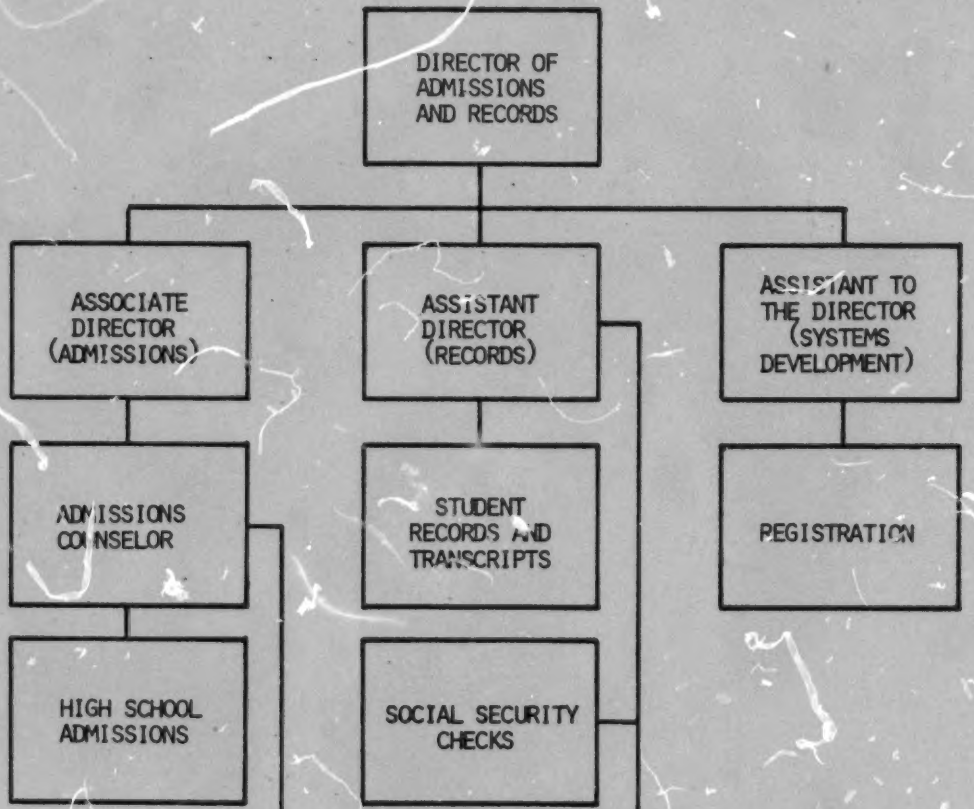


Chart B

OFFICE OF BUSINESS OPERATIONS

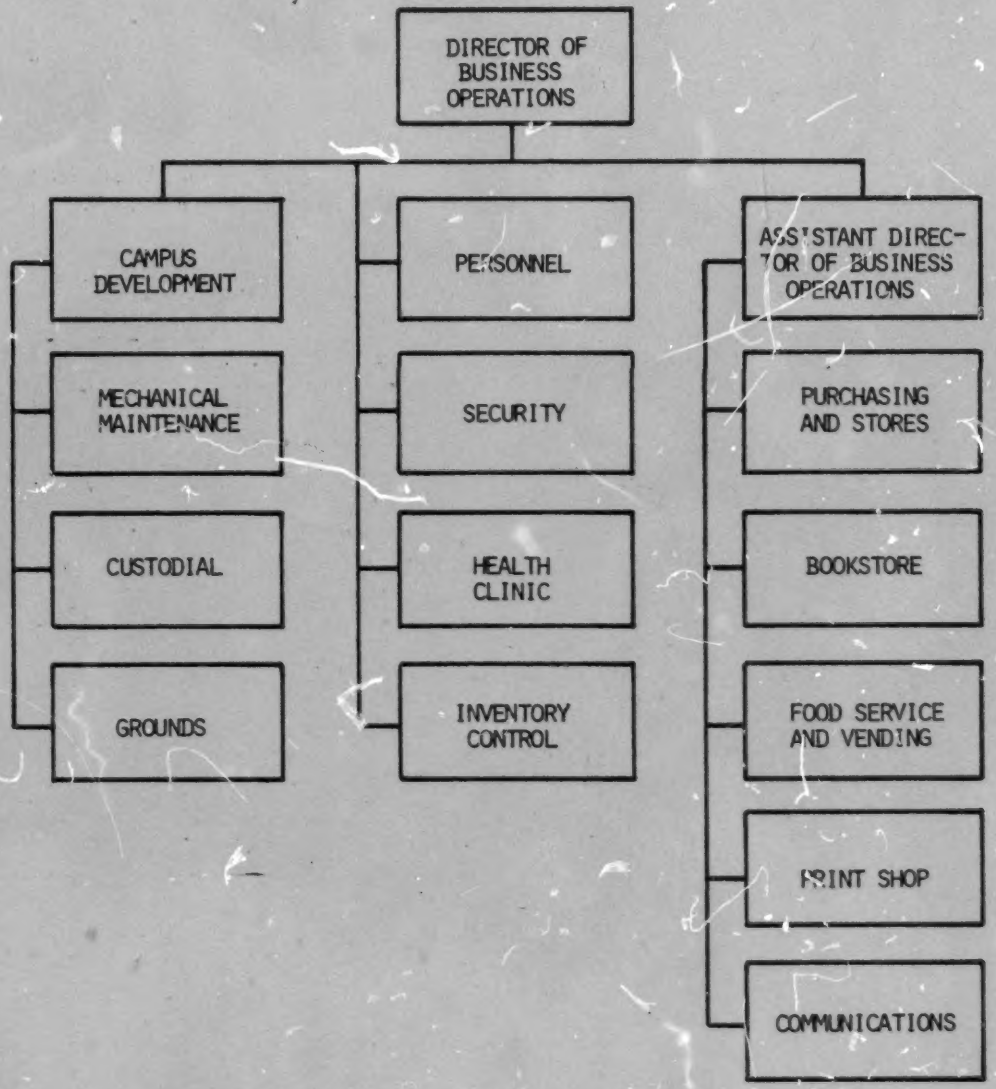


Chart C

OFFICE OF ACADEMIC AFFAIRS

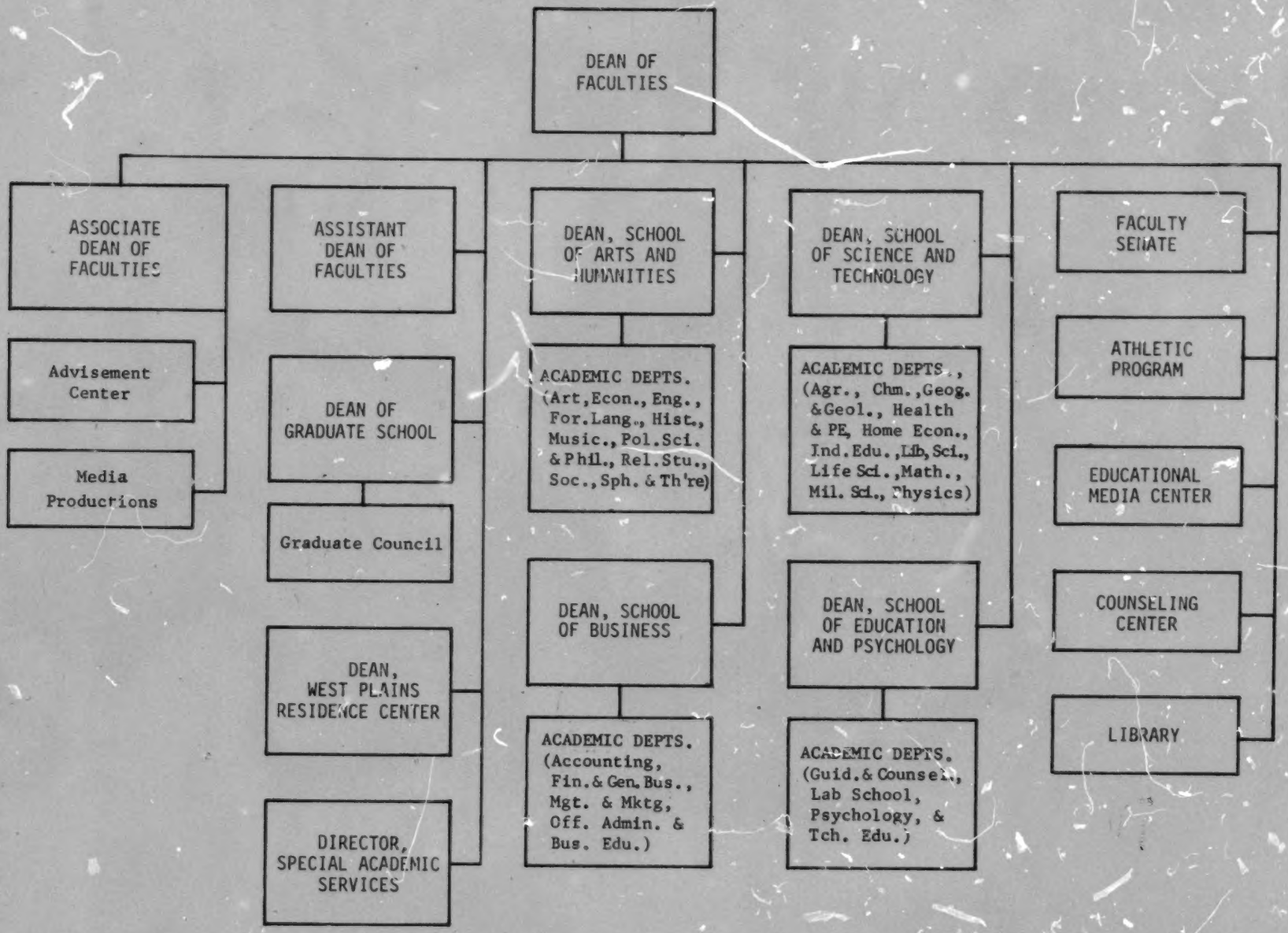

DEAN OF FACULTIES
ASSOCIATE DEAN OF FACULTIES
Advisement Center
Media Productions
ASSISTANT DEAN OF FACULTIES
DEAN OF GRADUATE SCHOOL
Graduate Council
DEAN, WEST PLAINS RESIDENCE CENTER
DIRECTOR, SPECIAL ACADEMIC SERVICES
DEAN, SCHOOL OF ARTS AND HUMANITIES
ACADEMIC DEPTS. (Art, Econ., Eng., For. Lang., Hist., Music., Pol. Sci. & Phil., Rel. Stu., Soc., Sph. & Th're)
DEAN, SCHOOL OF BUSINESS
ACADEMIC DEPTS. (Accounting, Fin. & Gen. Bus., Mgt. & Mktg, Off. Admin. & Bus. Edu.)
DEAN, SCHOOL OF SCIENCE AND TECHNOLOGY
ACADEMIC DEPTS., (Agr., Chm., Geog. & Geol., Health & PE, Home Econ., Ind. Edu., Lib. Sci., Life Sci., Math., Mil. Sci., Physics)
DEAN, SCHOOL OF EDUCATION AND PSYCHOLOGY
ACADEMIC DEPTS. (Guid. & Counsel., Lab School, Psychology, & Tch. Edu.)
FACULTY SENATE
ATHLETIC PROGRAM
EDUCATIONAL MEDIA CENTER
COUNSELING CENTER
LIBRARY

Chart D

OFFICE OF CONTROL

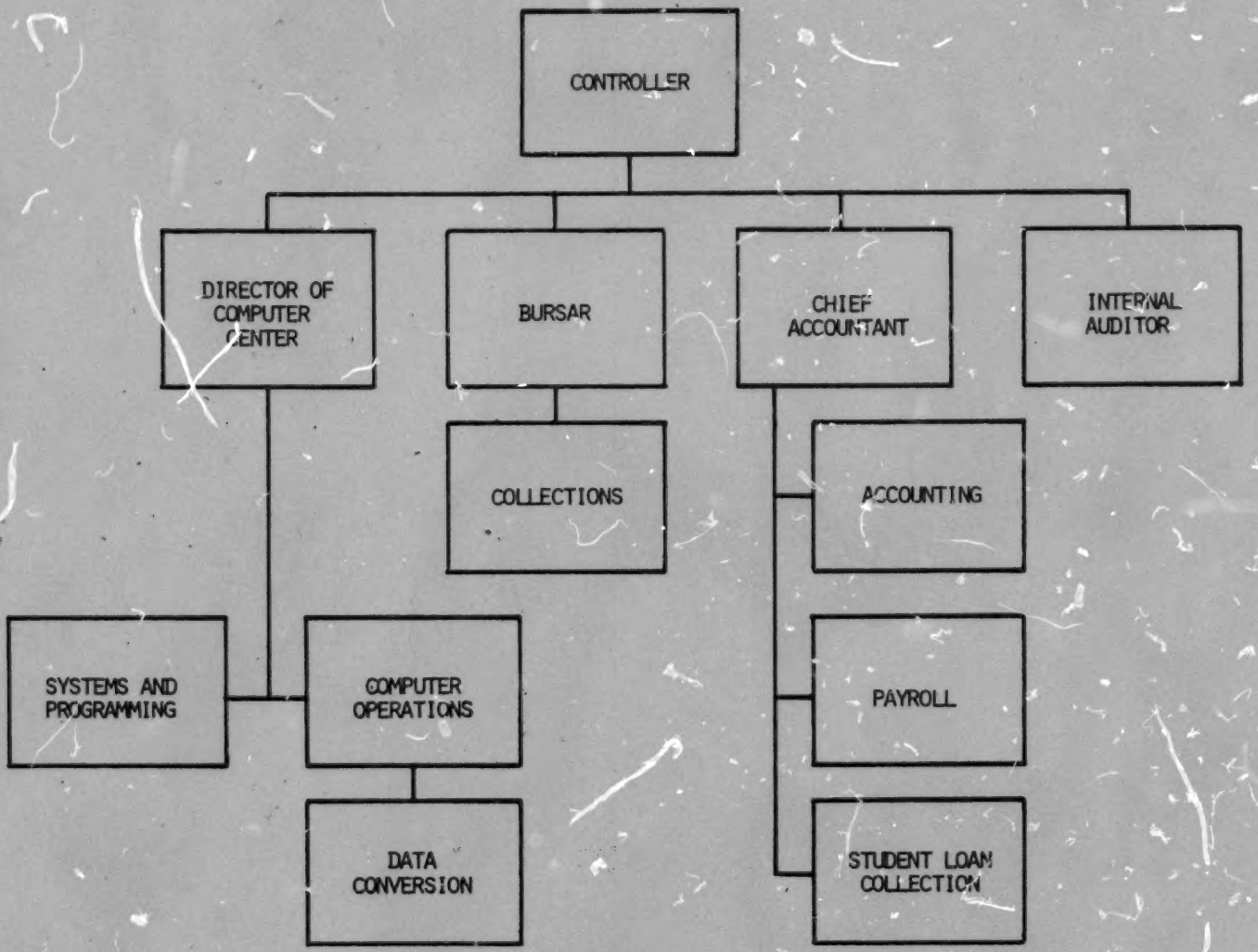
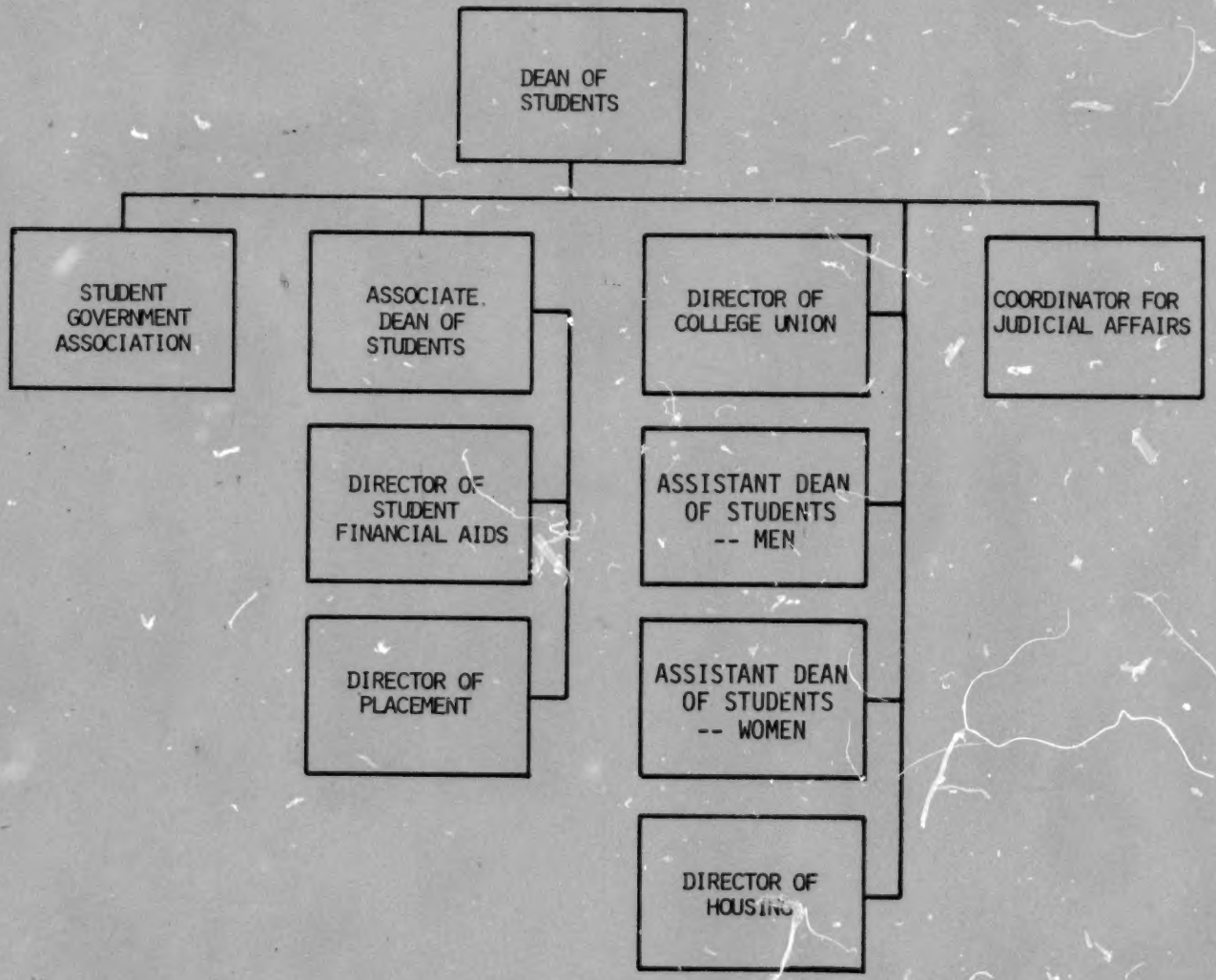


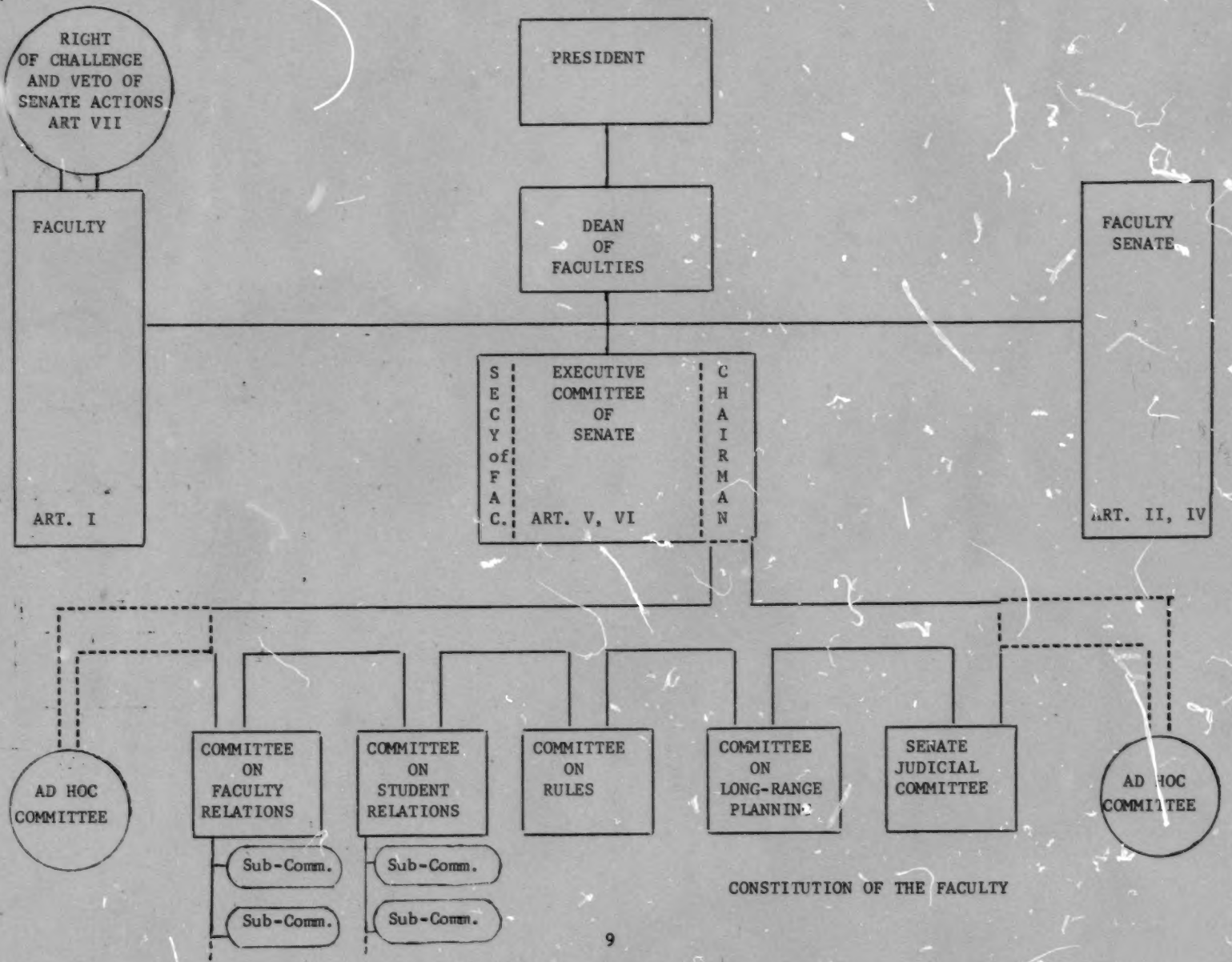
Chart E

OFFICE OF STUDENT AFFAIRS


DEAN OF STUDENTS
STUDENT GOVERNMENT ASSOCIATION
ASSOCIATE DEAN OF STUDENTS
DIRECTOR OF COLLEGE UNION
COORDINATOR FOR JUDICIAL AFFAIRS
DIRECTOR OF STUDENT FINANCIAL AIDS
ASSISTANT DEAN OF STUDENTS -- MEN
DIRECTOR OF PLACEMENT
ASSISTANT DEAN OF STUDENTS -- WOMEN
DIRECTOR OF HOUSING

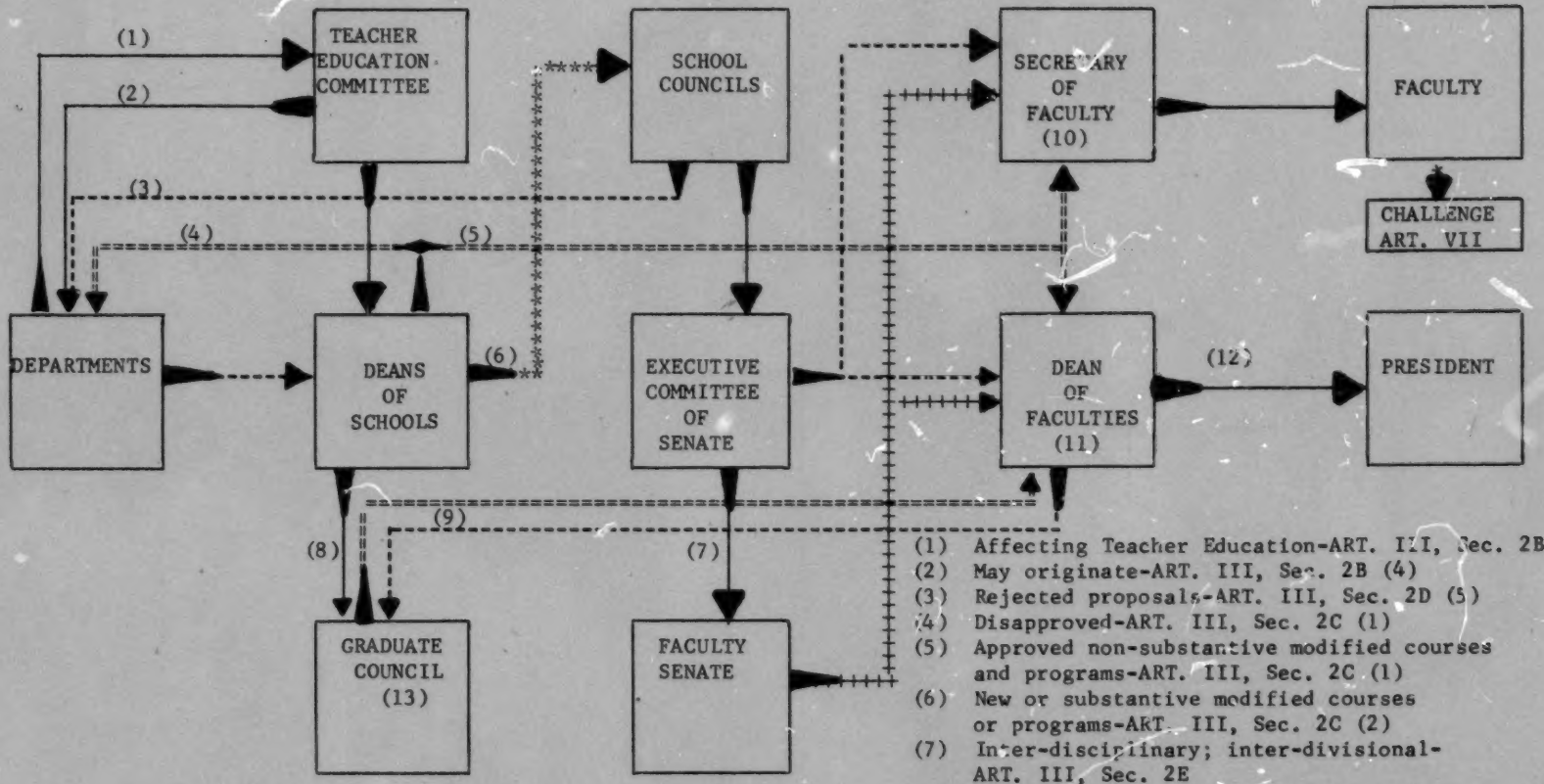
FACULTY SENATE -- SOUTHWEST MISSOURI STATE UNIVERSITY

FLOW CHART -- NON-CURRICULAR MATTERS



FACULTY SENATE -- SOUTHWEST MISSOURI STATE UNIVERSITY

FLOW CHART -- CURRICULAR MATTERS -- ART. III



(1) Affecting Teacher Education-ART. III, Sec. 2B
(2) May originate-ART. III, Sec. 2B (4)
(3) Rejected proposals-ART. III, Sec. 2D (5)
(4) Disapproved-ART. III, Sec. 2C (1)
(5) Approved non-substantive modified courses and programs-ART. III, Sec. 2C (1)
(6) New or substantive modified courses or programs-ART. III, Sec. 2C (2)
(7) Inter-disciplinary; inter-divisional-ART. III, Sec. 2E
(8) 500-level courses-ART. III, Sec. 2A (3)
(9) Approved 400-level courses-ART. III, Sec. 2A (3)
(10) Reports curricular matters-ART. V, Sec. 3C
(11) Reports disposition of curricular matters-ART. III, Sec. 2G
(12) Final actions forwarded after challenge period.
(13) See Faculty Handbook (P. 1) for description of graduate curricular process.

CONSTITUTION OF THE FACULTY

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REVISED JULY 1973

CONSTITUTION OF THE FACULTY

SOUTHWEST MISSOURI STATE UNIVERSITY

Preamble

In order to promote the general welfare of Southwest Missouri State University, to effect communication within the Faculty of the University, and between the Faculty and the Administration, the Students, the Alumni, and the Board of Regents (through the Office of the President); and in order to provide a means of collective action of the Faculty in dealing with matters of concern to the Faculty, including matters of curriculum, this Constitution is affirmed.

Article I - Definition of the Faculty

Section 1. Voting Faculty. The voting Faculty at Southwest Missouri State University shall include all persons who have Faculty rank.

Section 2. Non-Voting Faculty. Emeritus members of the Faculty and those on a supply basis shall be non-voting members of the Faculty with the right of the floor but no vote.

Section 3. Teacher Education Faculty. Departments which participate in the preparation of teachers K-12, i.e., those departments which supervise a certifiable major or minor, or those which offer courses required in a certification program, shall designate those members of their faculty as "Teacher Education Faculty" who meet the criteria established in this section.

A. Criteria. Persons may be eligible to be Teacher Education Faculty who:

(1) have served at least one year as fully certified teachers in an elementary or secondary school; and/or

(2) are certified to teach in public schools, even though they have not so taught; and/or

(3) are eligible for full certification in the State of Missouri to teach in elementary or secondary schools; and/or

(4) demonstrate expertise, maintaining communications with educators in the elementary or secondary schools through such means as active membership in appropriate professional organizations or visitations to area schools in an official capacity; but,

(5) no department shall be denied a designate because it does not include fully eligible persons as defined by the above criteria. Until new faculty are added who meet the criteria, the department shall be represented by the best qualified person(s) now in the department.

B. Designation as Teacher Education Faculty.

(1) To establish a Teacher Education Faculty (1974), departments shall forward a list of nominees to the Dean of Education and Psychology, who will determine that the persons listed meet the criteria and return the list in time for the election of a Committee on Teacher Education. The Dean will indicate his reasons for denying any nomination. Each department must have at least one person designated.

(2) After a Teacher Education Faculty (and Committee) have been established, departments will present their nominations to the Chairman of the Committee on Teacher Education. He will present the nominations to the Committee for review, approval, or rejection. The Chairman will notify the department of action taken, and the reasons for rejection (when applicable).

(3) Persons may be renominated.

(4) A person may ask to be removed from the Teacher Education Faculty; the Committee may remove an individual's designation, observing rules of due process, if the individual fails to maintain communication with educators.

C. Privileges and Responsibilities.

(1) Only those designated Teacher Education Faculty will be eligible to be elected to the Committee on Teacher Education.

(2) Whenever possible, Teacher Education Faculty will advise students working for certification in their discipline.

Article II - Faculty Government

Section 1. Establishment of the Faculty Senate. A Senate of the Faculty of Southwest Missouri State University is hereby created.

Section 2. Purpose and Powers of the Faculty Senate.

A. The purpose of the Faculty Senate shall be to provide a forum for discussing matters of concern to the Faculty and to inform all segments of the academic community of the Faculty Senate's concerns, findings, and actions.

B. The Faculty Senate shall have the power to establish policy in the areas of authority assigned to the Faculty in the By-Laws of the Board of Regents and for such other areas or problems as may be assigned to it by the President of the University or the Board of Regents. The Senate shall have the power to initiate action in such noncurricular matters as it deems fit, or in such matters as are brought to its attention by one or more members of the Faculty. Every Senate Action is subject to challenge by the Faculty (see Article VII - Challenge and Veto of Senate Action) and subject to final approval by the President and, when necessary, by the Board of Regents.

Section 3. Composition of the Senate. The Faculty Senate shall be composed of four Professors, four Associate Professors, four Assistant Professors, four members from the positions of Instructor and Lecturer, the Secretary of the Faculty, all elected Faculty members of School Councils, provided for under provisions of Article III, Section 2. D., one representative from the West Plains Center, and two undergraduate student representatives selected by the Student Government Association. Only voting members of the Faculty engaged in duties on the Springfield and West Plains campuses will be eligible to be faculty members of the Faculty Senate.

Section 4. Meetings of the Faculty and of the Faculty Senate.

A. The entire Faculty shall meet at the call of the President of the University, of the Chairman of the Faculty Senate, of the Board of Regents, or upon the written petition to the President of the University of not less than 10% of the voting Faculty. The President of the University, or his designate, shall conduct meetings of the entire Faculty.

B. Within one week after the general election the Senate shall convene for its first meeting. At this meeting the newly-elected Secretary of the Faculty shall preside until a Chairman and a Vice-Chairman of the Senate have been elected from among those Senate members who are on tenure. The Secretary of the Faculty shall not be eligible for election to the offices of Chairman or Vice-Chairman of the Senate.

C. During the regular academic year, the Senate shall meet once a month at a time and place fixed by the Senate. It shall meet at other times (including the summer session) upon the call of the Chairman of the Senate or his designate, upon the written request to the Chairman of not fewer than five members of the Senate, or upon the written request of the President or the Board of Regents. The Chairman of the Faculty Senate shall schedule a requested meeting within five school days after receipt of the request.

D. Meetings of the Senate, of School Councils, of the Committee on Teacher Education, and of all standing Senate Committees shall be open to members of the Board of Regents, the Administration, the voting and non-voting Faculty, and of the Student Body, and to others by invitation of the Chairman of the group affected. Meetings may, however, be closed when matters of such concern as to be dealt with, that one or more parties prefer to be heard in closed session.

E. Meetings of the entire Faculty and of the Faculty Senate or its Committees shall be conducted in accordance with Robert's Rules of Order.

Article III - Organization for Dealing with Curricular Matters.

Section 1. Structures. Structures for dealing with curricular matters* shall be: the individual Departments of the University, and such internal structures as they may establish for dealing with their curriculum matters; the Deans of the Schools, and in matters pertaining to teacher education, the Committee on Teacher Education; the Graduate Council; School Councils; the Executive Committee of the Faculty Senate; and the Faculty Senate.

Section 2. Procedures for Dealing with Ordinary Curricular Matters.

A. Each Department shall have autonomy in originating and perfecting; or in considering, altering or adopting courses or programs of study as part of the permanent curriculum in its discipline when such courses or programs are referred to it by the Dean of the School, the School Council, the Committee on Teacher Education, or the Faculty Senate or its Executive Committee.

(1) After being perfected by a Department, undergraduate courses or programs affecting teacher education shall be forwarded, by the Head of the Department, to the Committee on Teacher Education for consideration.

(2) After being perfected by a Department, undergraduate courses or programs not affecting teacher education shall be forwarded by the Head of the Department to the Dean of the School.

(3) Graduate courses or programs shall be sent to the Graduate Council, except that courses which carry both undergraduate and graduate credit must be first approved by the Dean of the School, the School Council, the Faculty Senate if necessary, and the Dean of Faculties, who will then forward such courses to the Graduate Council for action.

B. (1) There shall be a Committee on Teacher Education

(a) to deliberate on curricular proposals affecting teacher education, to act on them, and forward them to the appropriate School Council with their comments. In addition, the Committee shall

(b) review and evaluate Teacher Education programs. In connection with this responsibility, the Committee may ask departments to consider adding, altering, or deleting courses or programs which affect teacher education.

In addition to its curriculum responsibilities, the Committee shall

(c) determine admission to Teacher Education programs, and
(d) retention in them;

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*The responsibility for dealing with curricular matters is assigned to the Faculty by the Board of Regents. Faculty action in curricular matters is subject to implementation by the President of the University, and where necessary, to approval by the Board of Regents.

(e) determine which Faculty will be designated Teacher Education Faculty; and

(f) assist the Coordinator of Teacher Education in such other matters as bear on the successful preparation of teachers.

(2) The Committee shall include: one person from each department which has at least a certifiable minor program for the preparation of teachers, elected by the members of the department from among its Teacher Education Faculty. In addition to its general representative, the Department of Teacher Education shall elect one Faculty representative to the Committee from each of the following special areas: Special Education, Reading, Elementary Education, Secondary Education, Student Teaching Supervision, and Early Childhood Education. The Department of the Laboratory School will elect one Faculty member to the Teacher Education Committee. The West Plains Residence Center will elect one Faculty representative to the Committee. One B.S. in Education student will be elected to the Committee from each of the four Schools by the Student Government Association, according to its constitution and by-laws, from students in that School who have declared a B.S. in Education major. The Teacher Education Committee shall also include the following ex-officio members without vote: Director, Student Teaching; Head, Department of Teacher Education; Director of the Laboratory School; Coordinator of Vocational Teacher Education; Dean, School of Education and Psychology; Dean of Students; Director of Records; and Coordinator of Teacher Education.

(3) (a) Regular elections to the Committee on Teacher Education will be in the spring, at the same time as departments elect representatives to the School Councils; special elections may be called at other times, either to establish a first Committee or to fill vacancies. The Chairman of the Faculty Senate will call the election at the request of the Chairman of the Committee when a vacancy occurs.

(b) The term of office is two years, except that at the organizational meeting of the Committee, members will determine by lot which of them (comprising one-half or the number closest to, but less than one-half of the total elected Faculty) will serve for one year. Thereafter, all members will be elected to two-year terms. Thus one-half of the membership will carry over from one year to the next.

(4) Committee members may be re-elected. They may serve concurrently on the Senate.

(5) At the first meeting of the Committee following the election, the Committee shall select from among its elected Faculty members a Chairman and such other officers as it deems

necessary, to serve a term of one year (until replaced). At the organizational (1974) meeting of the Committee, the Dean of the School of Education and Psychology shall serve as Chairman pro-tem until a Chairman has been elected.

C. When courses or programs are referred to the Dean of a School by a Department or by the Committee on Teacher Education, the Dean shall within no more than twenty school days take one of the following actions:

(1) If the Dean of a School approves nonsubstantively-modified courses or programs (which modifications shall include such matters as course numbers, change in course description, program changes, which do not affect other Departments or Schools, etc.), he shall promptly notify the affected Department of his actions and forward them to the Secretary of the Faculty for information and to the Dean of Faculties for disposition, as in Article III, Section 2.G. If he disapproves such courses or programs, he shall return them to the Department.

(2) New or substantively-modified courses or programs that are endorsed favorably by the Dean of the School shall be forwarded to the School Council. If the Dean of the School endorses unfavorably such courses, he shall indicate the reason for his opinion and forward the courses or programs to the School Council for action. The Dean of the School shall promptly notify the affected Departments of his actions.

D. Each undergraduate School shall organize a School Council to deliberate on curricular matters that are referred to it by the Dean of the School.

(1) A School Council shall consist of one elected member from each Department of the School, the Dean of the School, and one student representative, majoring in a discipline in that School,* to be selected by the Student Government Association. If the duly elected departmental representative on the School Council is subsequently elected as Chairman or Vice-Chairman of the Faculty Senate, the Department to whom the Chairman or Vice-Chairman belongs shall elect a new member to the School Council. (Only elected Faculty members and the student representative of a School Council shall be voting members of a School Council.)

(2) Election of members of each School Council shall be as hereinafter provided for. Each member shall be elected for a term of one year and may be elected for three immediately succeeding years, but shall not then be eligible for re-election

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*For purposes of this section only, any student working toward a B.S. in Education may be considered a major in Education.

until after the lapse of an intervening year. Department Heads are not eligible for election except in the case where a Department Head is the only member of a Department.

(3) Following the first meeting of the Faculty Senate after the annual election, each School Council shall meet to elect a Chairman. The Dean of each School shall preside until the voting members have elected from among them a Chairman, who shall serve a one-year term.

(4) Each School Council shall meet during the first or second month of the fall semester and as necessary shall thereafter meet at the call of its Chairman at a time and place determined by the Chairman.

(5) A School Council must approve a departmental proposal or reject it and return it, with appropriate comment, to the Department that originated the proposal. All matters approved by a School Council shall be forwarded to the Executive Committee of the Faculty Senate for information and for disposal as hereinafter stipulated.

E. In the curricular process, the Executive Committee of the Faculty Senate shall dispose of courses or programs forwarded to it from the School Councils.

(1) Courses or programs which are entirely departmental in substance shall be forwarded to the Secretary of the Faculty for information, to the Dean of Faculties for his information, and for forwarding to the President of the University for implementation or other disposition.

(2) Courses or programs which are inter-disciplinary or inter-divisional in substance shall be put on the agenda for consideration by the Faculty Senate.

(3) In all cases where there is question about the inter-disciplinary or inter-divisional nature or impact of a course or program, the Executive Committee shall determine the question. Such questions may be referred to it by a Senator, by a Department, by the Committee on Teacher Education, by the Dean of a School, or by a School Council before or during deliberation on a course or program; or questions concerning courses or programs forwarded to the Dean of Faculties by a Dean of a School may be referred to the Executive Committee.

F. After the Faculty Senate has acted on an inter-disciplinary or inter-divisional curricular matter, its actions shall be disseminated as hereinafter provided for, and its action shall be forwarded to the President of the University for implementation or other disposition.

G. On any curricular item sent to the Dean of Faculties by a Dean of a School, by the Executive Committee of the Faculty Senate, or by

the Faculty Senate, the Dean of Faculties shall, within 30 calendar days, report his disposition of the item to the forwarding agent, and to the originating Department.

Section 3. Procedures for Dealing with Extraordinary Curricular Matters.

A. One-time-only or experimental courses which are proposed, to be taught by the Departments proposing them, but not added permanently to their curricula, shall be considered "extraordinary" curricular matters.

B. Such courses shall be available as electives carrying regular credit, and credit earned in them shall apply on any undergraduate degree, up to a maximum of 12 hours credit. No student may earn credit for more than six hours of extraordinary course work in any one semester.

C. Courses identified by the initiating Department as extraordinary courses shall be presented to the Dean of the appropriate School, who shall within twenty school days take one of the following actions:

(1) Return the proposal to the Department marked "disapproved," with a note explaining his action; or

(2) Notify the initiating Department that he is forwarding it to the Secretary of the Faculty for publication and transmittal to the Dean of Faculties for his information and recommendations, and for subsequent forwarding to the President of the University for implementation or other disposition.

D. If a Department wishes to offer an extraordinary course a second time, it shall follow the procedures in Article III, Section 2, since it is presumed that the course is no longer either "one-time-only" or "experimental."

E. The Departments shall reserve numbers for such courses. The courses will be reported on transcripts and university publications according to policies established for "Variable Content Courses."

Section 4. Review of Curriculum. The Executive Committee of the Faculty Senate shall act as a board for continuous review of the curriculum at all levels, and it shall have the authority to recommend to Departments, to School Councils, to the Committee on Teacher Education, or to the Faculty Senate new curricular programs or alterations (including deletion or addition) to existing courses or programs.

Article IV - Elections

Section 1. Annual Elections, Supervision. The annual elections of members of the School Councils, Senators representing ranks, the representative from West Plains, and the Secretary of the Faculty shall be under the direction of the Secretary of the Faculty.

Section 2. Election Dates and Balloting. On the first or second Tuesday in April each Department shall elect from among its voting Faculty a member to serve on its School Council. This person shall be elected by secret ballot with all voting Faculty eligible to vote. Each rank within each Department shall nominate one person to represent that rank to be later voted on to fill vacancies on the Faculty Senate. Voting for the rank representative shall be by secret ballot and each voting Faculty member shall vote for a member of his rank only. A person elected to serve on the School Council shall not be eligible for nomination to be representative from a rank. After each election, the Head of the Department shall, in writing, notify the Secretary of the Faculty of the outcome of that election.

Section 3. Nominations. Additional nominations of members from rank may be made by petition of 10% of the members of a rank. Such petition must be forwarded to the Secretary of the Faculty no later than the first Friday after the second Tuesday in April.

Section 4. Annual Primary Elections. On the last Tuesday of classes in April, the Secretary of the Faculty shall conduct the annual primary election. At this election all members of the voting Faculty shall nominate a faculty member to fill the position of Secretary of the Faculty. Members of each rank shall vote on nominated members of that rank to fill positions on the Faculty Senate; each voter at the Residence Center at West Plains shall nominate one person to be considered for representative to the Faculty Senate. Each voter may vote for as many Senators as there are vacancies in the voter's rank, and he may vote for one person to be Secretary of the Faculty. Each voter at the Residence Center at West Plains shall vote for one person to be considered for representative to the Faculty Senate. In the event that a person may be nominated for both the offices of Senator and of Secretary of the Faculty, he shall determine for which office he will run. After such person has made his choice, the nominee next in line shall be selected to run in the position vacated by the person who made the choice of office for which to run.

Section 5. Annual General Election. The annual general election shall be conducted on the first Tuesday in May following the primary election. In the general election each rank shall vote for its own representatives and for the Secretary of the Faculty and the Faculty at West Plains shall vote for its own representative. In this election a ballot shall be prepared for each rank. This ballot shall contain twice as many names as there are places to be filled from the rank, and two names for Secretary of the Faculty; and these shall be the names of those receiving the highest number of votes in the primary election, but in case of ties for first or second place, the ballot shall also contain the names of those tied for those places.

Section 6. Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any election.

Section 7. Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty shall determine the winner by lot in the presence of the nominees affected.

Section 8. Terms of Senators from Top Three Ranks. Each person elected to the Senate from the rank of Professor, Associate Professor, or Assistant Professor, shall be elected for a two-year term. Each such person shall be eligible to serve two succeeding terms, but following the second such successive term, he shall not be eligible for re-election until one year has expired.

Section 9. Terms of Secretary of the Faculty, of Instructors and Lecturers, and of the West Plains Representative. The Secretary of the Faculty and each person elected to the Senate from the rank of Instructor or Lecturer, and the West Plains representative shall be elected for a one-year term. These members of the Faculty Senate shall be eligible to serve two successive terms, but following the second such successive term, they shall not be eligible for re-election until one year has expired.

Section 10. Effect of Promotions on Representatives. Any Senator elected from a rank, who receives a promotion in rank after his election, shall continue to serve as a representative from the rank that elected him.

Section 11. Filling Vacancies. If a vacancy occurs due to death, resignation, or leave of absence, the Chairman of the Senate shall, with the advice and consent of the Senate representatives from the rank in which the vacancy exists, or with the advice and consent of the Department that is without representation on a School Council, appoint a successor who shall serve the unexpired term or the duration of the absence. An appointee who serves during a leave or an unexpired term will be eligible for election upon expiration of the time for which he was appointed.

Section 12. Method of Voting. Voting in the primary and general elections for members from the ranks, for Secretary of the Faculty, on amendments to the Constitution, and voting on Faculty Challenge of Senate Actions (see Article VII) shall be by secret ballot. Ballots must be returned to the Secretary of the Senate within six school days after the day on which the ballots are distributed.

Section 13. Time for Taking Office. Newly-elected Senators and the Secretary of the Faculty shall take office at the first meeting following the annual elections.

Article V - Duties of the Officers of the Faculty Senate

Section 1. The Chairman of the Faculty Senate shall preside at all meetings of the Senate when he is able to do so, and he shall supervise the functioning of the Senate and its Committees.

A. He shall, with the advice of the Executive Committee, as necessary, prepare an agenda for each meeting of the Faculty Senate. Such an agenda shall be sent to each member of the Faculty Senate at least three school days before each meeting of the Senate.

B. He shall appoint members of the Standing Committees of the Senate, and he shall organize and appoint ad hoc Committees as necessary for the work of the Senate or as directed by the Senate.

C. He shall represent the Faculty to the Administration and to the Board of Regents through the President of the University.

D. He shall consider and in some manner dispose of any suggestion or other matter directed to the Senate by any member or group of the Faculty.

E. He may attend the meeting of any School Council or Senate Committee as an ex officio member.

F. He shall appoint from among Graduate Faculty members of the Senate a liaison person to attend meetings of the Graduate Council and to report to the Executive Committee any business of interest to the Senate, and to report to the Graduate Council business of interest to the Council.

Section 2. The Vice-Chairman of the Faculty Senate shall, in the absence of the Chairman, preside at meetings of the Senate.

A. He shall assist in supervision of the working of the Senate in such manner as directed by the Senate or by the Chairman of the Senate.

B. He may be appointed to be Chairman of a Standing Committee or ad hoc Committee of the Senate.

Section 3. The Secretary of the Faculty shall serve as Secretary of the Faculty Senate, and in the absence of both the Chairman and the Vice-Chairman of the Senate, he shall preside at meetings of the Senate.

A. For meetings of the entire Faculty and of the Faculty Senate he shall keep accurate minutes of meetings, including the recording of motions and the votes thereon, and these shall be available for inspection by members of the Faculty.

B. He shall publish to the Faculty the minutes of meetings of the entire Faculty.

C. He shall codify and make a full report of each Senate Action to the President of the University, to the Dean of each School of the University, to each Department of the University, and to such other persons as need to know. He shall also publish to the Faculty a synopsis of Senate Actions and of curricular matter forwarded to the Dean of Faculties by the Deans of the Schools, or by the Executive Committee, and of minutes of Senate meetings.

D. He shall supervise elections of the Faculty.

E. He shall be a voting member of the Faculty Senate.

Article VI - Committees of the Faculty Senate

Section 1. Standing Committees. Standing Committees of the Faculty Senate shall be:

A. The Executive Committee of the Faculty Senate. Members of the Executive Committee shall be the Chairman of the Faculty Senate, who shall be Chairman of the Executive Committee; the Vice-Chairman of the Faculty Senate, who shall preside over meetings of the Executive Committee in the absence of the Chairman of the Senate; the Secretary of the Faculty, who shall preside at meetings of the Committee in the absence of the Chairman and the Vice-Chairman; and the Chairman of each School Council.

(1) The Executive Committee shall participate in the curricular process as described in Article III, Sections 2.E. and 3.

(2) The Executive Committee may advise the Chairman in preparing agenda for meetings of the Senate.

B. Committee on Faculty Relations, which shall review the broad area of faculty rights and responsibilities.

C. Committee on Student Relations, which shall review institutional quality of academic standards and instructional methodology.

D. Committee on Rules, which shall review and interpret the Faculty Constitution and Senate Rules, organization, and procedures.

E. Committee on Long-Range Planning, which shall review University purposes, goals, planning, and functional organization.

F. Senate Judicial Committee, which shall be composed of three immediate past Chairmen of the Faculty Senate, and which shall adjudicate in questions of interpretation of this Constitution or of rules or procedures of the Faculty Senate. Should less than three such Faculty members be available, sufficient immediate past Secretaries of the Faculty shall be appointed.

Section 2. Ad hoc Committees. To carry on the work of the Senate, ad hoc Committees may be organized from time to time on the initiative of the Chairman of the Faculty Senate or as he is directed by the Senate.

Section 3. Members of Committees. Voting members of Standing or ad hoc Committees may be appointed from the members of the Senate, the Faculty, the Administration, or the Student Body. Members of Committees may be appointed from non-voting members of the Faculty or from outside the Faculty.

Section 4. Reporting of Committees. The Chairman of each Faculty Senate Committee shall report directly to the Chairman of the Faculty Senate, and normally the Chairman of a Faculty Senate Committee shall present a Committee report when it is on the agenda for a meeting of the Senate.

Article VII - Challenge and Veto of Senate Action

Section 1. Right of Challenge. The Faculty shall have the right at all times to challenge any Senate or School Council Action. Such Faculty challenge must be made within twenty calendar days following distribution of

the Action to the Faculty. In extraordinary circumstances, but not on curriculum matters, the challenge period may, by unanimous vote of the Senate members present when an action is made, be reduced from twenty days to a number stipulated by the Senate.

Section 2. Form of Challenge. A Faculty challenge of Senate Action may be made by no fewer than 50 members of the voting Faculty. Said challenge shall be made in writing and submitted to the Chairman of the Senate, and the challengers shall file a copy of the challenge with the Secretary of the Faculty.

Section 3. Disposition of Challenge. The Chairman of the Senate shall send a copy of such a challenge to each member of the Faculty, and no sooner than three school days, but no later than six school days after copies of the challenge have been distributed to the Faculty, the Chairman of the Senate shall convene a meeting of the voting Faculty for discussion of the challenge. Members of the Administration may attend. The Faculty Secretary shall attend this meeting and record arguments for and against the challenge. No later than five school days after the discussion meeting, the Secretary shall distribute to all voting Faculty members ballots for voting on the challenge; the Secretary's summaries of the arguments for and against the challenge shall be sent with the ballots.

Section 4. Vote on Challenge. An affirmative vote, to support the challenge, equal to a majority of the votes cast by the voting Faculty who are on active duty at the time of the challenge shall constitute a veto of the challenged Senate Action.

Article VIII - Amendments

Amendments to this Constitution may be proposed by the Senate or upon petition to the Senate of 50 of the voting members of the Faculty. Such proposed amendments shall be submitted, in writing, to the voting Faculty thirty days prior to their being voted upon. The date set by the Senate to vote on such proposed amendment(s) shall be the earliest practical date to occur during a regular school term. An affirmative vote equal to a majority of the votes cast by the voting Faculty who are on active duty at the time of the proposed amendment shall be necessary to make a proposed amendment part of this Constitution.

Article IX - Enabling Act

After this revised Constitution has been approved by the Faculty Senate, the President of the University shall call a Faculty meeting for discussion of this Constitution. Within five school days following this convened meeting, the Secretary of the Faculty shall distribute ballots to all members of the voting members of the Faculty for voting upon this Constitution. If this Constitution is approved by a majority of the Faculty, it shall supersede the Constitution of 1962, and the first elections shall be held in April as stipulated in this Constitution. No Senator or other officer now in office under the Constitution of 1962 shall be continued in office, but shall be eligible for election to the Senate, to the Divisional Councils, or for appointment to any of the Committees of the Senate. One-half of the newly-elected Senators of the top three ranks shall serve a term of two years. Senators who are to serve one year shall be determined by lot by the Secretary of the Faculty at the first meeting of the newly-constituted Senate.

Approved by the Board of Regents, April 28, 1972
Approved by the Faculty, April 11, 1972

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SENATE RULES

1. TIME OF MEETINGS

1.1 The Chairman of the Faculty Senate, acting with the advice of the committees involved, shall prepare and publish a yearly schedule of all regular meetings of the Faculty Senate, the Executive Committee, the School Councils, and the Committee on Teacher Education. The meetings shall be scheduled so as to facilitate a timely flow of curricular and non-curricular matters.

1.2 The time, the date, and the place of all meetings of the Faculty Senate, the Executive Committee, the School Councils, the Committee on Teacher Education, and all standing and ad hoc committees of the Faculty Senate shall be announced in the campus newsletter a minimum of one day prior to the meeting.

1.3 The announcements of all meetings specified in Rule 1.2 shall be made through the Faculty Senate Office. The chairman of the affected committee or body shall forward to the Faculty Senate Office a request for publication of the announcement.

2. AGENDA

2.1 All proposals for Senate Action shall be distributed to each Senator in writing as a part of the agenda as provided for in the Faculty Constitution.

2.2 Proposals for Senate Action which have not been previously distributed as agenda may be considered at Senate meetings with an approving vote of two-thirds of the entire Senate membership.

2.3 The agenda of all Senate Committees including the Executive Committee, the School Councils, the Committee on Teacher Education regarding curricular actions, and all standing and ad hoc committees shall be submitted to the Chairman of the Faculty Senate at the time a request for publication of announcement of meeting is made. Agenda which involve curricular proposals shall also be submitted to the Deans of all Schools. These agenda shall be made available to all interested parties.

3. ELECTION OF OFFICERS

3.1 The members of the Senate shall be notified in writing by the newly-elected Secretary of the first meeting of the Senate (at

which the election of officers takes place) at least three school days prior to the meeting.

3.2 In case a vacancy occurs in the office of Chairman, the Vice-Chairman shall become Chairman.

3.3 In case a vacancy occurs in the office of Vice-Chairman, the Senate shall elect a new Vice-Chairman at the next meeting of the Senate. Notification of the pending election shall be made as a part of the agenda for the meeting.

3.4 In case a vacancy occurs in the office of Secretary of the Faculty, the Chairman of the Senate shall immediately initiate procedures to elect a new Secretary. Such procedures shall be in accord with those described in the Constitution for the election of the Secretary.

3.5 In case a vacancy occurs in the office of Chairman of a School Council, the Dean of that School shall call for the election of a new Chairman at the next School Council meeting.

4. MINUTES

4.1 The Secretary shall send copies of the unapproved minutes of the Senate to the Faculty, the Staff, and the President of the University within one week after each meeting. This report must contain a record of the actions taken by the Senate such as approved resolutions and reports, and may include principal items of business considered. The report to be sent to the Faculty shall be approved by the Chairman before copies are sent to the entire Faculty.

4.2 The Secretary, with the knowledge and consent of the Chairman, shall place unapproved minutes in the Reserve Room of the University Library. In case the Senate feels it is necessary for the approved minutes to be available before the next regular meeting of the Senate, the Chairman may call a meeting to approve the minutes or circulate the minutes to get approval of the Senate.

4.3 A copy of the approved minutes shall replace the unapproved minutes in the Reserve Room of the University Library within one week after they are approved and shall be available to the Faculty, Staff, the President of the University, the Board of Regents, students, and other interested parties.

4.4 The Chairman of each School Council, of the Teacher Education Committee, of each standing Senate Committee, and of each ad hoc Senate Committee shall place a copy of the minutes of each meeting of his committee in a permanent file in the Senate Office within one week after the committee meeting. The minutes of each committee shall be available to all interested parties.

5. VOTING

5.1 Any member of the Senate may move for a roll-call or ballot vote, and if that motion is supported by 20% of the senators present, the vote shall be so taken.

5.2 Any person attending a meeting of the Senate or of any committee of the Senate may speak with the consent of the Chairman of the group involved. These persons shall have no vote.

5.3 In case of the necessary absence of a departmental representative from a School Council meeting, the absent member may choose a member of his department to serve in his place. In case of the necessary absence of a student representative from a School Council meeting, the President of the Student Government Association may appoint a substitute from the School involved and shall notify the Chairman of the School Council of the substitution. Both faculty and student substitutions shall be cleared with the Chairman of the School Council prior to the applicable meeting. Each substitute shall have a vote.

5.4 In case of the necessary absence of a member of the Senate from a Senate meeting, a substitution may be made. If a departmental Senator is to be absent, he may choose a substitute from his Department and notify the Chairman of the Senate of the substitution. If a rank representative is to be absent, he may request that another person of his rank be permitted to substitute for him. Such a substitution must be approved by the Chairman of the Senate. If a student representative is to be absent, the President of the Student Government Association may approve a substitute senator and shall notify the Chairman of the Faculty Senate. All faculty and student substitutions shall be cleared with the Chairman of the Faculty Senate prior to the applicable meeting. Each substitute senator shall have a vote.

6. CURRICULAR MATTERS

6.1 Curricular proposals must be in the Catalog or a supplement to the Catalog or in the semester shcedule of classes or supplement thereto before they may be offered by the Department.

6.2 Amendments to curricular proposals may be made in School Councils and/or the Senate. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the Department in which the proposal originated without second or vote.

6.3 The final approval of all curricular actions must be signed by representatives of all approving agencies, including the originating Department, before such actions are presented to the Administration and the Chairman of the Catalog Committee.

7. OTHER RULES

7.1 The nomination of faculty members for service on the Faculty-Student Judicial Commission (Article III, Section 2, The Judicial System) shall be made at the March meeting of the Senate from the University Faculty as defined in Article I of THE CONSTITUTION OF THE FACULTY.

7.2 Suspension of Senate Rules shall be by a favorable vote of two-thirds of the Senate members present as set forth by Robert's Rules of Order except where otherwise provided.

ACADEMIC FREEDOM, TENURE, AND DISMISSAL (Board minutes of April 24, 1970)

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher[1] or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom of discussion in the classroom, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies of the employing institution.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(a) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

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[1]The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

(b) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

(c) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(d) Termination of a continuous appointment, or dismissal of a faculty member previous to the expiration of a term appointment, is by statute only for the cause of "incompetency, neglect or refusal to perform his duties, dishonesty, drunkenness, or immoral conduct." (See Appendix--Missouri Revised Statutes 1959). When there is, in the opinion of the Dean of Faculties, substantive grounds under the law for the possible termination of a faculty member on continuous appointment, or the dismissal of a faculty member previous to the expiration of a term appointment, the Dean of Faculties shall so inform the faculty member in a letter of information stating the grounds for possible termination or dismissal.

An individual so informed may request a hearing before a committee of his peers. Upon receipt in writing of such a request the Dean of Faculties shall inform the chairman of the Faculty Senate. The chairman of the Senate will cause a hearing committee of nine to be chosen by lot from the membership of the Faculty Senate. The committee will select a chairman from its own number. The chairman will retain the right to vote. The faculty member shall be notified in writing of the peer committee hearing at least seven class days before it is held. The peer committee hearing shall be private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the Dean's letter to the faculty member should be received.

The Dean shall have the option of attendance during the hearing. He may designate an appropriate representative to assist in developing the case; but the committee shall determine the order of proof, shall normally conduct the questioning of witnesses, and, if necessary, shall secure the presentation of evidence important to the case.

The faculty member shall have the option of assistance by counsel, whose functions shall be similar to those of the representative chosen by the Dean. The faculty member shall have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the Dean or the Dean himself shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the peer committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statements, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence shall be duly recorded, and a copy of the record shall be made available to the faculty member. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure. A copy of any report or recommendation of the peer committee is to be transmitted to the President of the University and to the faculty member. He will consider the report or recommendation of the peer committee in preparing any report or recommendation he may wish to make to the Board of Regents. The full report of the meeting of the peer committee and any recommendations of the peer committee are to be made available to the Board for their information prior to any hearing which may be held by the Board of Regents.

(e) Termination of a continuous appointment, or dismissal of a faculty member previous to the expiration of a term appointment, is by statute a responsibility of the Board of Regents. No one shall be so removed without having received written notice from the President of the University of his intention to recommend such removal to the Board of Regents at least ten days before such recommendation is to be made. The letter shall state the grounds for the dismissal recommendation. The faculty member has the right to be heard before the Board of Regents, to make defense by counsel or otherwise, and has the right to introduce testimony which shall be heard and determined by the Board (See Appendix--Missouri Revised Statutes 1959). There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges

of incompetency, the testimony should include that of teachers and other scholars who can speak to the competency of the professor.

A teacher on continuous appointment who is dismissed for reasons other than incompetency, neglect or refusal to perform his duties, dishonesty, drunkenness, or immoral conduct, should receive his salary for a year from the date of notification of dismissal whether or not he is continued in his duties at the University.

(f) Termination of a continous appointment because of financial exigency should be demonstrably bona fide.

Notice of Non-Reappointment of Faculty with Term Appointments

Notice of non-reappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

(a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

(b) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

(c) At least twelve months before the expiration of an appointment after two or more years in the institution.

APPENDIX
Missouri Revised Statutes 1959

174.140. Appointment and removal of teachers--retirement plans.--Each such board shall have power to appoint and remove the president or any professor or teacher in any such state college in its district and to fix the duration, terms and conditions of their offices and compensation, and to enter into agreements for and make contributions to both voluntary and statutory retirement plans for such president, professors and teachers.

(RSMo 1939, Sec. 10765, A. L. 1947 Vol. II p. 382)
Prior revisions: 1929, Sec. 9608; 1919, Sec. 11503;
1909, Sec. 11074

174.150. Causes for removal of president or teacher--notice and hearing--right of appeal. -- 1. No president, professor or teacher shall be removed except for incompetency, neglect or refusal to perform his duties, dishonesty, drunkenness or immoral conduct; nor shall such president, professor or teacher be removed until after ten days' notice, in writing, stating the nature and cause of removal; and he shall have an opportunity to make a defense before the board by counsel or otherwise, and be allowed to introduce testimony which shall be heard and determined by the board.

(RSMo. 1939, Sec. 10766)
Prior revisions: 1929, Sec. 9609; 1919, Sec. 11504;
1909, Sec. 11075

Faculty Notice of Resignation

Except in circumstances involving ill health or other such involuntary factors, a faculty member who intends to resign his position at the end of the teaching year is requested to give notice of his resignation to his department head prior to April 15 of that year.

ADVERTISEMENT AND SOLICITATION POLICY

The following excerpts from the "Advertisement and Solicitation Policy" of the University relate to faculty members:

-- Solicitation by Agents
-- Representatives of Publishers of School Textbooks
-- Distribution of Advertising or Promotion Materials
-- Advertising on Campus by Members of University Community
-- Contributions
-- Advertising Through Campus Mail Room

The "Advertisement and Solicitation Policy" is printed in full in the Organization Handbook and is available in the Office of the Dean of Students.

AFFIRMATIVE ACTION

The Board of Regents on September 15, 1972, adopted the following Affirmative Action Resolution:

> BE IT RESOLVED by the Board of Regents for the Southwest Missouri State University that it does hereby reaffirm and restate the policy of equal employment opportunity. All necessary action shall be taken to insure that applicants are employed and that employees are treated during employment on the basis of their exhibited ability and competence, without discrimination on the basis of race, color, religion, age, sex, or national origin.

BEAR FACTS HANDBOOK

The student handbook published each year is Bear Facts. Published by the Student Government Association, it is a booklet of information to acquaint students with Southwest Missouri State University and the community.

CLASS RECORDS

The teacher is expected to maintain an accurate and detailed record of the academic progress of each student in his class. This record will make it possible for the teacher to explain to the student his standing in the class. The record book is to be left with the department head if the teacher leaves SMS. Department heads can order SMS class record books from the campus stores.

CLOSED-CIRCUIT TELEVISION POLICIES (Senate Action 11/71)

The policies governing use of the closed-circuit television in the Greenwood Laboratory School and in the Teacher Education Program, are the following:

1. The Greenwood Student

   The parent or guardian of each student must sign a release form, covering the period of enrollment of that student in the Greenwood Laboratory School, authorizing the appearance of the student in closed-circuit TV materials. Similar action must be taken for all students in the summer session.

2. The University Student

   a. The university student is required to participate in the use of closed-circuit television for purposes limited to the specific class in which he is enrolled.

   b. The university student has the right to refuse to participate in the use of closed-circuit television for purposes other than those limited to the specific class in which he is enrolled. If the student does so participate, he must sign an appropriate release form.

3. The University Teacher

   a. The university teacher is required to direct the erasing of any tape made with students of a particular university class without its being seen by persons other than those in the class, except as provided in 6.b.

   b. If a tape is to be used for purposes other than viewing by a particular university class, the teacher must make this clear prior to taping and must give any student the right to withdraw.

   c. If a university teacher is to appear in any closed-circuit TV, he is required to sign an appropriate release form.

4. The Student Teacher

a. The student teacher is required to participate in the use of closed-circuit television for the purpose of viewing by himself and his supervisor.

b. The student teacher has the right to refuse to participate in the use of closed-circuit television for purposes other than taping for viewing by himself and his supervisor. If the student teacher does so participate, he is required to sign an appropriate release form.

5. The Supervisor*

a. The supervisor is expected to participate in the making of any closed-circuit television production requested by the Dean of the School of Education and Psychology if it is the area of his expertise.

b. The supervisor has the right to preview and edit any tape in a. above, prior to its use.

c. The supervisor is required to erase any tape made for purposes of study by himself and a student teacher except as provided in 6.b. below.

d. If a tape is to be used for purposes other than study by the supervisor and the student teacher, the supervisor must first make this clear to the student teacher prior to taping and must give the student teacher the right to withdraw.

e. If the supervisor appears in any closed-circuit TV, he must sign an appropriate release form.

6. General Regulations

a. Tapes are not to be made without prior notification by the Director of Educational Media of all faculty members, staff members, and university students who are to be included.

b. In the event that a tape is produced for private viewing only and it is then determined to be desirable to retain the tape for general use, such action can be taken only after the approval of all persons involved and the signing of appropriate release forms by all such persons.

The release-authorization forms, to be signed by teachers, student teachers, Greenwood students, university students, and, where applicable, parents/guardians, have been printed with the above-described policy printed on the back of the forms. The head of the laboratory school department, the head of the teacher education department, or the dean of the School of Education and Psychology may be contacted for additional information.

CONFIDENTIALITY OF INFORMATION

The University shall not release confidential information provided by students and staff members regarding the identification of individuals racially, ethnically, and in point of national origin.

The only exception to this rule is that the President may release such information upon receiving the written request of a national, state, or local governmental agency having responsibility with civil rights, affirmative action, or related governmental programs.

In the event this information is made available to such governmental agencies having jurisdiction in these areas, the governmental agency would be asked to hold individual identification confidential. (Board minutes of December 21, 1973)

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*Supervisor is defined so as to include a supervisor in Greenwood Laboratory School, a supervising teacher in a public school to whom a student teacher has been assigned, or a member of the SMS faculty engaged in supervision of student teachers.

EMERGENCY PROCEDURES

The Emergency Manual is a booklet of general information on procedures to be followed in instances of fire, injury, power failure, sickness, storm, student disturbances, and threats. The publication, suggested by Senate Action 22/70, is available in the office of Environmental Health and Safety at the Health Center.

EMERITUS STATUS (see Retirement, Emeritus Professor Status, page 45.)

EMPLOYMENT OF MEMBERS OF THE SAME FAMILY

There is no prohibition at SMS to the appointment of more than one member of an immediate family to the same academic department. However, one party in a close family relationship may not serve as an administrator or supervisor of the other. Also, one party in a close family relationship will not be permitted to make judgements on the other party concerning such matters as appointment, retention, promotion, tenure, and salary.

EMPLOYMENT OF SMS GRADUATES

In order to encourage a diversity of disciplinary points of view and teaching techniques in the departments, SMS recruits its new faculty members from many different graduate schools in the United States and abroad. It is the policy of Southwest Missouri State not to employ as regular faculty members those individuals who have just completed their graduate programs at SMS. In those instances when the university employs faculty members who have completed a master's degree on the campus, it is required that they have a period of professional experience elsewhere following the completion of the degree before they will be appointed to the SMS faculty.

ESSAY CONTESTS

Faculty members are not to ask their classes to engage in essay contests and similar programs which are used by companies or organizations to advertise their products or programs.

EVALUATION OF FACULTY

All faculty members will receive an annual letter of evaluation from the department head. The letter should list and explain both positive and negative aspects of the faculty member's performance. In connection with negative aspects, any conditions for gaining tenure or promotion should be fully explained. The faculty member has the right to file an exception with the department head and the dean of his School. (Senate Action 69/73)

EVALUATION OF STUDENT PROGRESS (Senate Action 21/72)

All faculty members are urged to make a meaningful evaluation of each student's progress by mid-semester. The adviser is further urged to review advisees' mid-semester grades within two weeks after issuance and to offer suggestions for those students who are in apparent difficulty.

FACULTY EXCHANGE PROGRAM

The principles of a faculty exchange program were proposed by Senate Action 53-74/75. The coordinating official is the Dean of Faculties.

The eligibility for participation in the faculty exchange program basically would be the same as that for leaves granted by SMSU. Additionally, the following guidelines will be observed:

1. Participation is a privilege and not an automatic right.

2. The faculty member applying for the exchange must provide a satisfactory replacement to assume his duties for the duration of his absence.

3. The exchange replacement is subject to the same scrutiny as are prospective candidates for permanent positions at SMSU.

4. The faculty member will return to SMSU at the termination of the exchange.

5. Salary, retirement contributions, and fringe benefits will be paid by SMSU to its faculty member who is on the exchange, and the exchange replacement will be paid by his institution.

6. Participation in the Faculty Exchange Program in no way affects the eligibility of the exchange faculty member under the sabbatical and/or educational leave policy now in effect, nor will it affect the faculty member's eligibility for promotion, i.e. the year on the exchange program should be equated to a year of service to SMSU.

7. The Faculty Exchange Program in no way affects the institution's level of support for the sabbatical and/or educational leaves.

8. This policy includes a possible exchange of qualified personnel between educational institutions as well as other institutions such as government agencies, business, and industrial firms.

GRADING AND THE CREDIT POINT SYSTEM

Policies pertaining to grading and the credit point system are explained in the 1975-76 SMS catalog, pages 45-47.

Grade Clarification

Class work and student projects are evaluated according to the grade scale explained in the SMS catalog (pps. 45-47). A grade report is mailed to the student's home address at the close of each semester. Mid-semester grades are sent to the home address for new students and for those on scholastic probation. A student may check from time to time to see that his own grade record agrees with that of the university by requesting permission to examine his official transcript in the Records Office.

Should an occasion arise where the student feels that he wishes to seek clarification of grade evaluation he may make an appointment with his instructor and ask for assistance in understanding the problem. If the faculty member is unavailable due to academic leave or if a conference with the instructor fails to resolve the difficulty, the student may seek advice from the head of the department in which the course is taught. If further advice is necessary it may be gained from the dean of the school in which the course is taught or, subsequently, from the Dean of Faculties. (Senate Action 10/72)

I, N, F Grades

Several questions regarding the proper use of I, N, and F grades are raised each semester when it is time to assign course grades. Some of these questions and their answers follow:

Question: May a teacher assign an N grade to a student who has not dropped his course or withdrawn the university?

Answer: No. The student must officially drop or withdraw in order to receive an N. Only after a student has officially dropped a course or withdrawn from the university may an instructor assign an N grade.

Question: What grades may be assigned to a student who drops a class or withdraws from the university?

Answer: If the student drops a course or withdraws from the university prior to the end of the 9th week (or the 4th week in a block course or summer session), the grade of N is automatically entered on the student's permanent record.

If the student drops a course or withdraws from the university after the 9th week (or 4th week in a block course or summer session), the instructor must assign a grade of either N or F. A letter grade of A, B, C, D, or an I may not be assigned a student who has dropped a course or withdrawn from the university (see "Dropping a Course," page 45, and "Withdrawal Procedure," page 45, 1975-76 SMS catalog).

If a student who has dropped a class or has withdrawn from SMS receives from an instructor a passing grade or an I, that passing grade or the I ultimately will be automatically changed to N by the Records Office.

Question: What grades may be assigned to a student who has never attended class, or who has not attended for a significant period of time, but who has not dropped the course or withdrawn from the university?

Answer: If no passing grade can be assigned and if an I is inappropriate, then the proper grade to assign is an F. An instructor should not assign a grade of N to a student who has not officially dropped his class or withdrawn from school.

If a student receives an N grade in a course when he has not officially dropped that course or withdrawn from the university, the N will automatically be changed to an F by the Records Office.

Question: When should an I grade be assigned?

Answer: Policies pertaining to the I grade were revised by Senate Action 13/71, as follows:

1. An I grade indicates that due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. If a student needs to repeat a course, or a significant portion of a course, an N or F should be assigned according to regulations governing the assignments of such grades.

I Grade Removal--Effective with the fall semester 1975, a new procedure is being followed for the removal of an incomplete grade. Incomplete Removal forms will be available in each academic department office. When a student has completed all the requirements of the course, the instructor (or department head, if the instructor is not available) will complete the Incomplete Removal grade form in the academic department. It is the responsibility of the instructor to supply all of the information requested on the form. The departmental office will retain the yellow copy of the form and will forward all other copies to the Office of Admissions and Records.

Grade Correction

If through clerical errror a student is assigned a wrong grade, the faculty member must write a letter to the Dean of Faculties explaining the error and requesting a correction of the grade. If the Dean approves the change, he will request the Records Office to change the student's permanent academic record to show the change.

GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships are made available each year for the purpose of assisting students to meet their expenses while studying for advanced degrees at Southwest Missouri State University. Each assistantship provides a student with part-time employment whereby he can earn a major portion of his fees and living expense while in attendance at the University. Wherever and whenever it is feasible the job assignments are related to the type of graduate program being taken by the individual. However, some job assignments may only be remotely associated with the degree program of the student and sometimes even not at all related. The work assignments require an average of approximately 20 hours per week with no more than 30 hours in any one week for a period of sixteen weeks per semester, and the assistant may take up to a maximum of twelve semester hours of course work. Each graduate assistant is assigned to a department and the job assignment, direction, and supervision are the responsibility of the head of the department or his designee but will be in keeping with job-description given by the de-

partment head and for which the assistantship was authorized. Unsatisfactory job performance or lack of satisfactory progress toward the degree will be cause for termination of an assistantship at any time. In some instances an assistantship may be divided between two graduate students. Job assignments and maximum credit hours will be adjusted accordingly. Graduate students may not be given autonomous teaching responsibilities at SMSU. Departments must publish their policies and procedures concerning these specific items: selection, orientation, supervision, and evaluation of all graduate assistants. These policies and procedures must be worked out between the respective department head and the Dean of Faculties. The resulting policies and procedures must be on file in the office of the Graduate School and the office of the Dean of Faculties. Departments concerned must make yearly evaluative reports to the Dean of Faculties.

1. A graduate assistantship may be renewed beyond the first year provided the student is progressing satisfactorily toward his degree. The maximum period for which a student may hold an assistanship is two academic years.

2. In order to be eligible to hold an assistantship the graduate student must be enrolled for a minimum of six credit hours per semester and if holding an assistantship in the summer be enrolled for four semester hours. With the permission of the department head a student may enroll for fewer hours provided he demonstrates satisfactory progress toward completion of his degree.

GRADUATE WORK AT SMS

A limited amount of graduate work completed on the SMS campus may be accepted toward the 30-hour minimum requirement for eligibility for promotion to the rank of assistant professor, subject to the following provisions:

1. No more than six semester hours of graduate course work completed on this campus may be accepted on the 30-hour minimum requirement.

2. Work completed on this campus will normally be from among courses numbered in the 500's, and must have the prior written approval of the dean of the appropriate school before such work will be accepted. All work offered on the 30-hour minimum requirement should be in the faculty member's discipline, or in a closely related or corollary field.

3. With the exception of acceptable SMS courses, all work presented to fulfill the 30-semester hour minimum requirement should be from an institution accredited to provide graduate degrees beyond the traditional (30-60) master's degree.

4. Since the earned doctoral degree renders an instructor eligible for promotion, any work completed on this campus that has been accepted by another institution on a completed doctoral program may be counted.

This policy became effective September 1, 1969. Limitation on the number of SMS hours acceptable on the 30-hour minimum requirement shall not apply to work completed before this date. However, work taken at SMS after this date, that would raise the total number of semester hours from SMS to more than six, will not be counted for promotion purposes, unless presented as part of a completed doctoral program.

GREENWOOD LABORATORY SCHOOL ADMISSION POLICY (Board minutes of February 26, 1971)

The SMS laboratory and demonstration school--Greenwood Laboratory School--includes both elementary and secondary grades. The following admissions policy for the Greenwood Laboratory School was adopted by the Board of Regents to replace the policy of October 29, 1965:

1. Registration information and necessary application forms may be obtained from the Office of the Director of Greenwood Laboratory School.

2. Two (2) registration lists shall be maintained in chronological order of registration: (a) List I, and (b) List II.

3. List I shall include children in order of registration of full-time faculty and other full-time employees of the university as defined in the Faculty Handbook. List II shall include all registrants in order of registration who are not children of full-time faculty or full-time employees of the university.

   (A full-time faculty member is defined as a teacher with a full academic hourly load as determined by the particular department and/or an assignment that constitutes a full load as determined by the university administration, i.e. administration, research, etc.)

4. An effort will be made to maintain a balance of boys and girls in each of the grades, kindergarten through twelve.

5. One-third of the enrollment in a given class shall consist of students from List I in order of registration. The remainder of the pupils in the class shall be drawn from List II in order of their registration. There will be a maximum class size of thirty (30) students in grades kindergarten through six.

6. New students at all grade levels (including kindergarten) shall be screened by an evaluation committee consisting of the director, the school counselors, and appropriate faculty members. Instruments and inquiries will be used in the evaluation to avoid enrollment of a student with specific learning disabilities which Greenwood is not equipped to handle. Learning disabilities may include behavioral, attitudinal, and emotional problems.

7. Grades seven through twelve will be limited to a maximum of thirty (30) students in each grade.

8. Class enrollments will be considered closed ten (10) days prior to the opening of Greenwood. Any increase in enrollment or admission of new students will not be undertaken after the above-mentioned closing date.

9. As a condition for attendance at Greenwood, parents agree to sign an appropriate agreement giving permission and releasing all staff members from any responsibility in video taping of their children.

10. Greenwood does not have special education classes or facilities and staff to handle students with most learning disabilities. The Director may appoint a faculty committee to evaluate students, to ascertain their needs and, if necessary, to recommend termination of their attendance.

11. An appeal regarding admission and retention may be made in writing to the Director of the Greenwood Laboratory School. The appeal shall be forwarded to the Dean of the School of Education and Psychology, who shall present it to a called meeting of the department heads of that school for their determination.

IDENTIFICATION CARDS

Each full-time member of the ranked faculty is given a plastic identification card free of charge. This card indicates the faculty member's social security number and shows a facsimile of his signature. If the identification card is lost or damaged, a charge of $5.00 will be made to replace it. The card is prepared by and distributed by the Controller's Officer.

For each supply or special appointment faculty member, a temporary ID card may be issued by the appropriate department head. Graduate assistants are to use fee receipt card or student ID card. The Assistant Dean of Faculties has the short-term ID cards to supply to department heads.

JUDICIAL SYSTEM

A judicial system, relating to students and designed to further the education process, was approved by the Board of Regents on June 18, 1971, after having received prior approval by both the Faculty Senate and the Student Government Association. In part, authority is given for a Faculty-Student Judicial Commission to assist the President in administering the "Judicial System". The document, "Judicial System", is available upon request from the Office of the Dean of Students.

"Student Personnel Policies," "University Rules," and the "Disciplinary Code," among other topics, are discussed in the student handbook, Bear Facts.

LEAVES

1. Administrative Leave (Board minutes of March 16, 1973)

Who is Covered -- Administrative leave with full pay may be allowed for all heads of academic departments within the schools of the University, for all student and academic deans, and for the members of the administrative council, upon application to the President of the University, recommendation of the President, and approval by the Board of Regents of Southwest Missouri State University prior to October 1 of the year preceding the beginning of the leave.

Pay While on Leave -- Where a change in salary status occurs for the administration during the period of approved leave, the administrator will receive the benefit of leave pay commencing at the new rate on the day of the increase the same as if he had not been granted the leave. Changes in salary status will not be affected by administrative leave. There is no provision in these regulations for extending the period of the administrative leave beyond the normally stated period of ninety days including vacation at reduced or lesser rates of pay. Such extended leaves are expressly prohibited.

Eligibility -- Initial eligibility for requesting administrative leave is established upon completion of two calendar years of service with the University either as an academic department head on eleven-month appointment, as a dean, or as a member of the administrative council. This requirement cannot be waived in establishing eligibility regardless of initial date of employment. Subsequent administrative leave eligibility is established upon the same basis. (It is not required that administrators apply for this leave when first eligible; they may apply after a longer period of service, but there would be no waiver of the two-year interval eligibility requirement.)

Period Taken and Duration -- Administrative leave may be requested for any time in the year but ordinarily would be requested for the summer months from mid-May to mid-August. The leave, if granted, must not in any case exceed ninety consecutive calendar days, and is inclusive of regularly scheduled holidays and the annual vacation period for that year. Administrative leaves which are allowed consist of sixty calendar days of "leave" and thirty days of annual vacation consecutively scheduled.

Authority for Granting -- The President has the sole discretion in recommending "approval" or "disapproval" of all applications for administrative leave to the Board of Regents. All applications, however, will be presented with his recommendation to the Board.

Approval Criteria -- The President's decision to approve or disapprove the applications will be guided by the following:

a. Compliance with the conditions of these regulations.
b. The total number of applications for administrative leave.
c. The ability of the University to maintain its level of efficiency in the operation of functions for which the administrator is responsible.
d. Purpose for which the leave is requested, to include the benefits which will redound to the benefit of the individual and the University.

Employees covered by this regulation will not be eligible under the provisions for faculty sabbatical leaves.

Return to Service -- A requirement of the administrative leave is that the applicant commits himself to return to employment with the University for a period of not less than one calendar year beginning with the last day of the leave period but ending not sooner than the last day of closing of University classes at the end of the second semester of the academic year.

2. Sabbatical Leave for Faculty (Board minutes of December 15, 1961)

After six years of full-time work as a member of the regular staff at Southwest Missouri State University, a faculty member is entitled to apply for a sabbatical leave during what would be his seventh year. The person granted a leave would be entitled to a half year

away with full pay or a full year away with half pay; the salary in either case to be at the same rate he would have received had he been teaching. The sabbatical leave is not to be an automatic right. It is something that must be applied for. If the project the faculty member wishes to pursue is approved, then he or she would be granted the sabbatical leave in accordance with the terms of the request. It would be understood that the project must be something beneficial both to the person and to the university. Primarily it would be for research or study in one's own field. A board of review is to be established (the Faculty Leave Committee) for the proposed projects. Proposals to write a textbook, or to obtain an advanced degree, or merely to travel, would not be approved.

Faculty members are obligated to return to Southwest Missouri State University for at least one year following the sabbatical.

Further, it would be understood that the project must be something that could not be done during a summer term. Only one proposal from a faculty member is to be considered during an academic year.

Requests for sabbatical leaves must be submitted by November 1 of the academic year prior to the academic year for which the leave is requested.

Faculty members who are on sabbatical leave will receive their salaries in twelve monthly payments. They will participate in the retirement program and will have their fringe benefits paid for them by the University.

Application forms for sabbatical leaves are available in the office of the Associate Dean of Faculties.

3. Educational Leaves (Board minutes of October 25, 1962)

The Board unanimously adopted a policy of educational leaves with pay for those faculty, as recommended by the President of the University and approved by the Board of Regents, who are in need of returning to graduate school in order to complete an advanced degree. The following conditions prevail:

a. That the faculty understands that the leave policy is a privilege and not an automatic right.
b. That salary funds are available to pay such leaves.
c. That the faculty member is reasonably close to the completion of the advanced degree.
d. That the faculty member will return to Southwest Missouri State University at the termination of the leave.
e. That the time accrued for a sabbatical leave will be forfeited upon the acceptance of an educational leave and that the six-year period for sabbatical leave will start on the date the member returns from an educational leave.

The applications for faculty members for educational leaves will be submitted to the faculty committee on leaves for their review and recommendation. Applicants for educational leaves are requested to secure the application information in the office of the Associate Dean of Faculties.

Requests for educational leaves must be submitted by November 1 of the academic year prior to the academic year for which the leave is requested.

Faculty members who are on educational leave will receive their salaries in twelve monthly payments. They will participate in the retirement program, and will have their fringe benefits paid for them by the University.

4. Leave Without Pay

A faculty member wishing a leave without pay should make application to his department head early, usually by April 1 preceding the beginning of the academic year in which the leave is to be taken. No leave applications will be considered without the recommendation of the department head. If the department head approves of the leave, he will prepare a written memorandum and forward it, along with the faculty member's request, to the appropriate School dean. Before making a recommendation, a department head will consider:

a. Has this individual contributed to the department and the University in such a positive way that we wish to encourage his return as a faculty member?
b. Is it possible to obtain an effective teaching replacement for the period of the leave?

Faculty members on leave without pay will not have fringe benefits paid for them by the University while they are on such leave. They may maintain the medical portion of their insurance benefits with personal contributions if they wish. If a faculty member desires to maintain coverage during a leave of absence without pay, arrangements must be made with the Personnel Office to pay premiums in advance of the month of insurance coverage.

A faculty member who is on leave without pay for less than a full academic year, will receive salary payments only during the semester in which he/she is teaching.

Missouri Public School Retirement System contributions by both the university and the individual must be suspended for the period of the leave without pay.

5. Maternity Leave for Academic Personnel (Board minutes of May 18, 1973)

Women shall not be penalized in their conditions of employment because they require time away from work because of childbearing. The University will authorize a leave of absence without pay for maternity reasons for full-time female academic personnel. Such leave of absence without pay shall be for a reasonable period of time. A mandatory period of leave is not stipulated by the University; the length of leave should be based on medical need.

In all instances, a faculty member who wishes to request a leave should confer with his department head.

MANUAL OF STYLE

By action of the Faculty Senate (5/72), the "English Syllabus" has been adopted as the accepted manual of style in the preparation of undergraduate papers and reports. However, this recommendation in no way precludes the adoption of different standards by individual instructors, by departments, or by the schools of the institution.

MERIT PAY EVALUATION

A merit pay evaluation plan will be a procedure for each academic department. The department may develop its own plan, to be approved by the Dean of the School, and to be made available in written form to each member of the departmental faculty. The merit pay evaluation plan is to be reviewed in a departmental meeting at the beginning of each academic year prior to September 30. Departments wishing to do so may also adopt an evaluation plan for other matters such as retention, promotion and tenure recommendations. (Senate Action 68/73)

OFF-CAMPUS INSTRUCTION

Faculty members may be assigned to teach courses at off-campus locations as part of regular teaching loads. Expenses of meals and travel will be reimbursed to individuals assigned, and duty-in-route compensation will be paid at currently approved rates, which are based on distance and/or driving time from SMSU.

OUTSIDE EMPLOYMENT AND CONSULTATION

The University does not have an official policy which states that a person may have outside employment or serve as a consultant for compensation. As a matter of practice in recent years, outside employment and consulting have been permitted on a limited scale. Outside teaching is not permitted.

When hiring a person, the university presumes that it has engaged this individual for his or her teaching, professional and other university-related services. Therefore, the university reserves the right to inquire into and make determinations as to the priority and extent of outside activities where it appears that these activities may reflect unfavorably on the university or reduce the effectiveness of the faculty member's professional obligations to the university.

It is the policy of the university to permit consulting activities which are directly related to the professional interest and improvement of the faculty member and are in the best interest of the university, providing that the consulting activity does not interfere with the faculty member's regular responsibilites in teaching or other responsibilities to the university.

If the department head feels that the outside employment of any member of his/her faculty jeopardizes the quality of instruction, the department head has the duty to discuss the matter with the faculty member and, if necessary, to report this to the school dean for appropriate action.

RANK AND TENURE

Faculty members at SMS are subject to a single rank and tenure policy which became effective for all faculty members on September 1, 1971. This policy, known as "Policy A," superseded the rank and tenure "Policy B" (1961) and "Policy C" (1934).

Policy A -- "Rank and Tenure Policy" (From Board minutes of June 14, 1968)

The Board of Regents has the authority and responsibility to assign rank and tenure status for members of the faculty. The President of the University, after consultation with appropriate members of the academic administration, shall make recommendations to the Board of Regents concerning rank and tenure of the faculty of Southwest Missouri State University. Final determination of rank and tenure for all faculty members shall be vested in the Board of Regents.

This rank and tenure policy shall apply to all faculty members herein described in the categories of lecturer or visiting professor, instructor, assistant professor, associate professor, and professor.

Conditions of appointment, salary, tenure and eligibility for promotion should be recorded in a written notice of Board action.

Tenure will be interpreted to mean the status granted (after a probationary period) to a ranked faculty member protecting him from dismissal except for causes set forth in Missouri Statutes.

Doctoral degree will be interpreted to mean earned doctoral or equivalent degree in the person's discipline. In the creative and performing arts and some of the applied sciences the doctoral degree is not necessarily the terminal academic degree. In these fields, determination of levels of academic qualifications equivalent to levels in the other academic fields will be made by the administrative officers of the university upon the bases that are appropriate.

Master's degree will be interpreted to mean master's or equivalent degree in the person's discipline.

Thirty semester hours beyond the master's degree will be interpreted to mean thirty semester hours or equivalent quarter hours of graduate credit in the person's discipline earned in addition to the credit earned to qualify for the master's degree.

Years of service to Southwest Missouri State University will be interpreted to mean years of academic service to Southwest Missouri State University.

The wide diversity of experiences of an applicant for an appointment precludes formulation of general rules for equating previous experience to academic service to Southwest Missouri State University. The responsible administrative officers must approve in each case the number of years of experience that will apply toward initial appointment, eligibility for promotion, and for tenure.

In computing years of service that will apply toward eligibility for promotion and for tenure, time spent on educational leave will not be counted but time spent on sabbatical leave will be counted.

In general, promotion is based on considerations of (1) training, evidenced by academic degrees; (2) experience; and (3) merit, evidenced by excellence in teaching and by such activities as research, publication, service to the university, and service to the community.

This document is designed as a guide to be used in matters related to appointment, promotion, and granting of tenure. In exceptional circumstances recommendations may be made which are at variance with the provisions of these policy statements.

Lecturer or Visiting Professor

Definition: The lecturer or visiting professor is engaged for a short period of time for a specific purpose; he is not a member of the regular faculty. If a lecturer or visiting professor becomes a member of the regular faculty, time spent as lecturer or visiting professor on the SMS campus may be counted toward the time required for tenure and for promotion.

Basis of Appointment: Academic or practical competence in his field. This would normally, but not necessarily, presuppose at least a baccalaureate degree in the field of specialization for which he is hired.

Tenure: None.

Reappointment: Employment is for a single specified period.

The lecturer or visiting professor may be reappointed.

Instructor

Definition: The basic academic rank for regular faculty.

Basis of Appointment: At least the master's degree completed by the time duties are assumed.

Tenure: An instructor retained on the regular faculty after six years shall be granted tenure. This retention shall be upon recommendation of the head of the department, of the dean of the appropriate school, and the Dean of Faculties.

Eligibility for Promotion: Promotion is primarily dependent upon teaching service, experience, or completion of additional academic work. 1. Thirty semester hours of graduate credit in his field beyond the master's degree will minimally qualify an instructor for promotion after three years of service to this university in the rank of instructor. 2. Fifteen years of experience equivalent to academic service to Southwest Missouri State University may also qualify the instructor for promotion to the assistant professor rank.

Promotion is not automatic; an instructor otherwise qualified, must be recommended by the department head, the dean of the school, and the Dean of Faculties.

Assistant Professor

Definition: An intermediate academic rank, distinguished by experience and superior qualifications.

Basis of Appointment: 1. Promotion from the instructor rank; 2. Earned doctoral degree completed or doctoral course work completed and dissertation in process; 3. thirty semester hours of graduate credit in his field beyond the master's degree and a minimum of three years of experience equivalent to academic service to Southwest Missouri State University; 4. master's degree and a minimum of fifteen years of experience equivalent to academic service to Southwest Missouri State University.

Tenure: (Effective August 19, 1974) -- Tenure may be granted to an assistant professor at the end of three years of service to Southwest Missouri State University. Tenure shall be granted to assistant professors retained after six years of academic service to the university. Tenure shall continue to be held by an assistant professor who had tenure at this university when promoted from the

instructor rank. (Individuals employed prior to August 19, 1974, may elect this policy.) (Senate Action 19-73/74)

Eligibility for Promotion: 1. An assistant professor with an earned doctoral degree is minimally qualified for promotion to the associate professor rank at the end of six years of experience equivalent to academic experience at Southwest Missouri State University including at least three years of service to Southwest Missouri State in the rank of assistant professor. 2. An assistant professor with the master's degree and thirty additional semester hours of graduate credit in his field may qualify for promotion after fifteen years of academic service to Southwest Missouri State University including at least three years in the rank of assistant professor. 3. An assistant professor with the master's degree may qualify for promotion after twenty-five years of academic service to Southwest Missouri State University including ten years in the rank of assistant professor.

Promotion is not automatic; an assistant professor, otherwise qualified must be recommended by the department head, the dean of the school, and the Dean of Faculties.

Associate Professor

Definition: A high academic rank, identifying a faculty member who has shown himself to be an outstanding member of the academic community as a contributor to education in leadership, in teaching, in research, in publication, or in one of the arts.

Basis of Appointment: 1. Promotion from the rank of assistant professor. 2. Initial appointment: Earned doctoral degree and a minimum of six years of experience equivalent to academic service at Southwest Missouri State University.

Tenure: Tenure may be granted to an associate professor at the end of two years of service to Southwest Missouri State University in this rank. Tenure shall be granted to associate professors retained after four years of academic service to Southwest Missouri State University. Tenure shall continue to be held by an associate professor who had tenure at this university when promoted from the assistant professor rank.

Eligibility for Promotion: 1. An associate professor with an earned doctoral degree is minimally qualified for promotion to professor after five years of academic service to Southwest Missouri State University in the rank of associate professor. 2. Promotion to the rank of professor will normally be made for exceptional performance in leadership, teaching, research, publication, or one of the arts. 3. An associate professor who does not possess all the academic qualifications necessary for appointment to the rank of professor may be considered for promotion at the end of twenty years of academic service to Southwest Missouri State University including ten years in the associate professor rank at Southwest Missouri State University.

Promotion is not automatic; an associate professor, otherwise qualified, must be recommended by the department head, the dean of the school, and the Dean of Faculties.

Professor

Definition: The highest academic rank. The holder of the rank of professor normally is distinguished in his field and a recognized leader whose work has brought distinction to himself and to the college.

Basis of Appointment: 1. Promotion from the associate professor rank. 2. Initial appointment: Earned doctoral degree and a minimum of ten years of experience equivalent to academic service to Southwest Missouri State University.

Tenure: Tenure may be granted to a professor at the end of one year of academic service to Southwest Missouri State University and shall be granted to a professor who is retained after four years of academic service to Southwest Missouri State University. Tenure shall continue to be held by a professor who had tenure at this university when promoted from the associate professor rank.

RESEARCH FUNDS

The Dean of the School of Science ard Technology has been assigned a budget which is available to assist faculty members in paying for the expenses associated with their research. For information regarding this limited source of funds, you would contact the Dean of the School of Science and Technology, who is chairman of the university Research Committee.

RESEARCH PROJECTS

All requests regarding the planning, funding, and administration of research projects funded from sources outside the university must be reviewed by the Assistant to the President, Dr. E. Howard Matthews.

RESEARCH TIME (Board minutes of February 22, 1965)

The President of SMS is authorized to proceed with a limited faculty research program at the university when funds are available and when it is deemed in the best interest of the university to do so. The administration will annually report to the Board the faculty members so involved.

RETIREMENT; EMERITUS PROFESSOR STATUS

Retirement--All SMSU administrative staff will be retired from their administrative positions as of the July 1 on or following their 65th birthday. Those administrators who have professorial rank and all faculty will retire from their teaching positions as of the July 1 on or following their 65th birthday, except in those cases where health will permit and where the department head and the President recommend and where the Board is willing.

The administrators with professorial rank and the faculty may be permitted to teach until the July 1 on or following their 70th birthday. Such teaching would most likely be on a diminished teaching load basis, but without any diminution in salary. In no case, however, may anyone be permitted to teach beyond the legal and mandatory age as set forth by the laws of the State of Missouri, which, according to the State Retirement Office, is the July 1 on or following his 70th birthday.

If any administrators' birthdays occur after July 1, they may serve in an administrative position until the following July 1. At that point their administrative careers at this university end. If, however, they have professorial rank they may, even as any faculty member may, teach until the age of 70, provided they are willing and are recommended by the department head, and if the President and the Board approve. Such teaching by either an administrator with professorial rank or a regular faculty member would most likely be on a gradually diminished schedule so that such a person would find the transition to retirement much easier than if teaching duties came to an abrupt end. Beyond the age of 65, recommendations to teach would be reviewed annually. (Board minutes of October 26, 1961)

All retired faculty members may have the following benefits: Use of the Health Center, faculty discount at the Bookstore, Admission to convocations on campus, use of the facilities at the Library, use of the Campus Union, enrollment in classes, faculty privileges for admission to athletic activities, and use of the swimming pool.

Emeritus Professor Status - Senate Action 34-74/75, establishing the procedures by and conditions under which a retiring faculty member may be appointed Emeritus Professor, was approved by the Board of Regents on July 18, 1975. The title of Emeritus Professor may be granted to a faculty member for meritorious service to the University, subject to the qualifications listed below. Such meritorious service shall include outstanding contributions in teaching, and/or research, publications, the arts, and leadership in other university activities.

To be eligible for the title of Emeritus, the retiring faculty member must have the following minimum qualifications:

1. Retirement status.
2. Ten years of service to SMSU.
3. Tenure at SMSU.

With the approval of the departmental faculty and appropriate administrative officers, it shall be recommended to the Board of Regents that the retiring faculty member be appointed Emeritus Professor.

Emeritus Professors will be listed in the University Bulletin as Emeritus Professors. They will be entitled to the benefits of the Health Center, the faculty discount at the bookstore, admission to convocations on campus, the use of library facilities and the College Union, the services of the Credit Union, one free regular classroom course per semester, faculty privileges for admission to athletic activities, and the use of the swimming pool.

SPEAKERS BUREAU

The SMS Speakers Bureau is administered by the Office of Information and Publications and operates as a public service of the university. Participants of the bureau may be faculty or staff members who are selected each year. Persons wishing to be listed by the bureau may submit their names and the topics on which they are willing to speak to Mrs. Tina Lentz, CAR 205.

The bureau pays each speaker a small honorarium, plus mileage incurred for out-of-town engagements when a school car is not taken. Payment is limited to engagements within the 24-county area served by SMS. Faculty members not listed with the bureau are eligible for the honorarium if they notify the Speakers Bureau office prior to making their speeches.

SPEAKERS POLICY (Board minutes of May 26, 1972)

I. The on-campus appearance of guest speakers sponsored by qualified campus organizations is encouraged by the University. Although the University encourages the expression of diverse opinions, the presentation of a particular opinion by a visiting speaker on campus does not imply University endorsement of that view.

A guest speaker is any speaker who is not a member of the student body, faculty, staff or administration of Southwest Missouri State University.

Guest speakers must be registered according to rules supplied to all campus organizations by the Associate Dean of Students. Registration privileges are available to registered student organizations, faculty organizations, academic schools and departments of the University.

A request for speaker registration made by a registered organization may be denied by the Associate Dean of Students or his designee only if he determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as: (1) the violent overthrow of the Government of the United States, the State of Missouri, or any political subdivision thereof; or (2) the willful damage or destruction or seizure and subversion of the institution's buildings or other property; or (3) the forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions; or (4) the physical harm, or other invasion of lawful rights, of the institution's officials, faculty members or students; or (5) other campus disorder of a violent nature.

It is the responsibility of the sponsoring group to see that all meetings involving guest speakers will be conducted in an orderly, law-abiding fashion.

The Associate Dean of Students may, in times of campus disruption or high campus tension, require that such meetings be moderated or supervised by a member of the Southwest Missouri State University faculty of his choice and may limit attendance at such meetings to students, faculty, staff and administration if he deems it necessary.

Any meeting not in conformity with this policy may be terminated by the Associate Dean of Students or his designee.

No speaker may directly solicit or collect funds as part of his presentation or seek to generate financial support through his appearance on the campus.

Publicity and communications concerning any appearance of a guest speaker shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied university sponsorship.

II. Any individual of the University community is free to debate or take a position on any matter of public controversy or political candidacy. However, such persons must be careful not to use the mantle of the University's name as a means of gaining support or acceptance. It must be made clear in every instance that the views presented are not necessarily those of the University but of the individual.

STUDENT ABSENCES

The school does not excuse absences. If a student is physically absent from class, whatever the reason, he is absent as of record.

When a student has been absent without explanation for three consecutive absences, or in the instance of repeated or habitual absences, the instructor should report the absences to the office of the Dean of Faculties (Mr. Harry Taylor, Attendance Counselor) for assistance in locating the student and determining the cause of behavior. Cards are available through the departmental secretary for reporting such absences.

Immediate responsibility for management of the classroom is vested in the instructor. Accordingly he is granted the authority, along with the attending accountability, for establishing standards and for conducting his classroom in a manner to provide conditions in which learning may occur. The instructor should clearly state such standards, which may include an attendance policy, at the beginning of the semester.

However, the encouragement and development of self-discipline, not the imposition of absolute standards, are important goals of the educational process. In establishing and administering classroom standards, the instructor should take into account that a student may be absent from class for reasons which, to the student, may be very compelling. There are occasions on which the student must decide on his own responsibility that an absence is necessary or desirable. The instructor should be open to the student's explanantion of such circumstances.

STUDENT DROP BY INSTRUCTOR (Senate Action 11/72)

A student should attend the first class meeting of the courses in which he is enrolled; and if he does not attend by the second class meeting or has not informed the departmental office that he intends to remain in the course, the instructor may implement an instructor drop from the departmental office. If such action is taken, the student will be so notified by the Records Office. An instructor may not institute drop proceedings after the first week of class.

If an instructor wishes to drop a student under the instructor drop policy during the first week of classes, the instructor completes the change-of-schedule form designed for schedule changes and submits it to the academic department office.

STUDENT ENROLLMENT IN CLASSES

The official count of enrollment is taken immediately after the end of the fourth week of classes. Since it is very important that every effort be made to make this count absolutely accurate, all faculty members must make certain that all students attending their classes are officially enrolled.

If a student's name does not appear in print on the revised class list distributed shortly after the end of the first week, or if a change of schedule form adding the student to the class has not been received, the student should be sent immediately to the Records Office to check on her/his enrollment status.

Students will not receive credit in a class unless they are officially enrolled at the time the official count is made. This applies to all students--even those who have been attending class since the first of the semester without being officially enrolled.

STUDENT RECORDS (Board minutes of May 26, 1972, amended December 20, 1974)

The University complies with the Federal law entitled "The Family Educational Rights and Privacy Act of 1974". The personally identifiable educational records of each student and former student maintained by the University are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved. The following records, and their locations, are maintained by the University:

Academic: Records Office
Placement: Placement Office
Financial Aid: Financial Aids Office
Medical: Health Clinic
Advisement and Counseling: Advisor or Counseling Center
Teacher Education: Department of Teacher Education
Disciplinary: Dean of Students Office
Security: Security Office
Residence: Director of Housing Office

Notwithstanding the above inclusive list, certain records are not available for inspection. These include: financial records of parents; confidential letters of recommendation written prior to January 1, 1975; personal records of educational personnel (e.g., instructor's grade book); law enforcement or security records; employee records; medical or other professional records, except that the student may have a qualified professional examine the medical record on the student's behalf.

I. Academic Records

A. A student's permanent record should not be disclosed without the student's permission except in the case of requests by academic personnel when such disclosure is deemed in the best interest of the student, and to government agencies who subpoena such records. Except in the cases of subpoena, any student may by written request prohibit the divulgence of any information from his record without his specific authorization in writing. Upon receiving such a request, the officer in charge of academic records will immediately notify the President, the Dean of Faculties, and the Dean of Students.

B. Reports of academic progress or standing will continue to be made to such government agencies as Social Security and the Veterans Administration, but requests from other agencies for grades or grade averages will not be honored unless the student so requests.

C. The student will be permitted, after presentation of proper identification and after signing the required forms, to have access to his academic records in the presence of university personnel. The parents of students under 18 years of age have the same right of access upon their presentation of proper identification.

D. A student is entitled to receive a personal but non-official copy of his transcript. A student who owes the college $5.00 or more shall not have any transcript released until the debt is paid.

E. The university will release other information to persons whose reasons for asking are deemed legitimate, but only that information pertaining to a student's record as is indicated in the university directory.

F. A student's grade will be released to high schools and junior colleges only upon written request from the school. However, a student may request in writing that his grades not be sent (See Article I. A.)

G. Faculty advisers should have pertinent academic information about their advisees, including grade reports. A student's permanent record in the Records Office may be made available to other faculty members who complete forms requiring signature, date, and reason for requesting the record, unless the student has requested in writing that his record not be released without his permission.

H. Administration officers such as the President, the Dean of Faculties, and the Deans of Schools and their respective representatives may view a student's academic record.

I. Grade reports will be mailed to the student at his permanent address.

II. Departmental Records

The Office of the Dean of Faculties prepares a folder for the faculty adviser for each student currently enrolled. The folder contains a copy of the admission form, a test profile, a data sheet, an advisement sheet for program planning, and any other available information that might be helpful academically. For transfer students there is a copy of the Transfer Credit Evaluation Sheet. Copies of the grade report are also sent to advisers for inclusion in the student folder.

At the beginning of each semester, folders are taken by runner to the various departments involved. Different departments have different methods of handling these folders after they are received: some departments use a central file, some have an individual file for each faculty member, some maintain lower division and upper division groupings. The material is confidential and is to be used only in conference between the person advising and the individual student involved, or for official department business. A high degree of confidentiality should be maintained in the handling of the student folders. When a student changes advisers, the former adviser seals the folder and sends it through campus mail to the new adviser. At the beginning of each semester the Office of the Dean of Faculties will send all advisers an up-to-date list of advisees currently enrolled. Advisers will return the folders of students not enrolled to the Office of the Dean of Faculties. The folder will be filed and retained for five years, after which they will be destroyed. Folders for most graduates are returned with those of students no longer enrolled; but some departments, especially the Departments of Agriculture and Industrial Education, maintain permanent files for their majors who have graduated. Departments retaining folders are responsible for the maintaining of confidentiality of these records, and they should be used by the departmental faculty only. A student who does not wish a permanent record to be kept may request in writing that the only record maintained by the university shall be the official record.

III. Medical Records

A student's medical records are confidential within the code of medical ethics and cannot be released without the permission of the student.

IV. Counseling Center Records

Records maintained by the Counseling Center are confidential and cannot be released without permission of the student.

V. Student Affairs Records

A. The Office of the Dean of Students maintains a working confidential folder for their use on each student currently enrolled in the university or who has been enrolled within the last five years. This folder contains convenience information in the form of a student Personal Data Sheet, test scores, grade reports, participation in group activities, honors and similar data. It is not an official record and is maintained solely for office use. Information contained in the student's folder will be discussed with the student upon request. The folder may be viewed by the student in the presence of the respective administrative officer. If the student believes it is in his best interest to open this folder to an interested, legitimately concerned person, he may do so upon a written request to the Dean of Students.

B. Individual folders on disciplinary action taken by the Dean of Men or the Dean of Women are maintained in their offices. These folders which are for the Dean's use only, shall be reviewed periodically and shall be destroyed after a student has graduated or after they have served their purpose, whichever event shall occur first. The folder shall not be retained more than five years after the date of the student's last attendance. This folder may be viewed by the student in the presence of the administrative officer who will discuss it with the student. If the student believes it is in his best interest and with good reason wishes to open his folder to another responsible person, he may do so upon a written request to the Dean of Students.

VI. Placement Records

A student's placement folder contains records of significant work experience outside SMS considered important by the student, letters of recommendation from the university personnel nominated by the student, and, to those pursuing education degrees, a statement from the practice-teaching supervisor. This folder may be made available to prospective employers, at the request of the student or as a referral by the Placement Director. It will not be sent to commercial employment agencies or associations except at the request of the student himself. As a further protection to the student, the Director of Placement will examine any letters of recommendation which contain grossly inconsistent or divergent evaluations subject to misinterpretation. In such cases, the Director of Placement will discuss them with the writer with the view to possible resolution before they are put into the permanent folder.

Placement records are handled in accordance with "The Family Educational Rights and Privacy Act of 1974", as amended, and approved university policies established to comply with the intent of said act. Candidate right to inspect does not apply to confidential reference statements and student teaching evaluations collected prior to January 1, 1975. After that date, students initiating a new placement file may reserve or waive the right to inspect their placement records. Reference forms sent to faculty or staff members will reflect whether a student has reserved or waived his right to inspect. The student must also complete a "Consent to Release" form on which he may designate, or limit, parties to receive the file. He may also elect to have the file released at his request, at the request of employers, or by the placement staff in the case of referral. A history of parties to whom the file has been released will be maintained as a part of each individual file. Items in the file may be removed under the provisions of the "Privacy Act", at the request of the student if recommended by the Placement Director and approved by the Placement Committee, or at the request of the Placement Director when approved by the Placement Committee. Faculty members may have access to their own input to the file and to the complete file when meeting the access provisions specified in the "Privacy Act".

VII. Teacher Education Records

The Chairman of the Department of Teacher Education maintains a Teacher Education Application Record for each student who applies for admittance to the Teacher Education Program. These files will normally be open to the Chairman of the Department of Teacher Education, the Dean of the School of Education and Psychology, and clerical personnel necessary for collating information for these files. Faculty members may review their own input to these files. In addition, these files will be available to the members of the Teacher Education Committee when acting in an official capacity designated by that Committee. Finally, students who have been disapproved, dropped, or provisionally approved for admittance to the Teacher Education Program, due to adverse recommendations by faculty or advisers, can obtain the names of those individuals upon written request to the Chairman of the Teacher Education Department.

VIII. Supervised Teaching Application Records

The Director of Student Teaching maintains a Supervised Teaching Application Record for each student who applies for supervised teaching experience. These files will normally be open to the Director of Student Teaching, the Dean of the School of Education and Psychology, the Chairman of the Teacher Education Department, the school officials specified in the supervised teaching application form, and clerical personnel necessary for collating information for these files. Faculty members may review their own input to these files. In addition, these files will be available to members of the Teacher Education Committee when acting in an official capacity designated by that committee. Finally, students who have been disapproved for student teaching, due to adverse recommendations by faculty or advisers, can obtain the names of these individuals upon written request to the Director of Student Teaching.

IX. Computer Center Records

Records from the Computer Center that concern any student shall be released only through the correct administrative office, rather than the Computer Center. The Computer Center is a records keeping and research tool for the university and, as such, all of its records must be kept confidential.

STUDENT RIGHTS (Senate Action 21-73/74)

1. Freedom of inquiry and freedom of expression are essential elements of the academic community and the learning process. A spirit of open and free search for truth is encouraged.

2. Students have the right to be represented in student affairs through their constitutional government and various administrative committees of the University.

3. Students have the right not to have their rights infringed by others.

4. The student has the right to express an opinion of a class and to appeal a grade to the instructor, the department head, the school dean, and academic administrators.

5. Debates, forums, parades, rallies, demonstrations, peaceful protests, and similar activities are permitted by the University and must be scheduled through the Student Affairs Office to insure that adequate facilities are available.

6. Orderly picketing and demonstrations are permitted in those areas of the University arranged for in advance; but, for reasons of safety, only unmounted signs no wider than the human body are permitted within the University buildings.

7. Every student has the right to be interviewed on campus by any organization properly approved and scheduled to recruit at the University.

8. (See "Classroom Procedures," page 70)

9. Appeal Process:

   a. A Student who alleges that any of his rights, deriving from his status as a student, have been infringed may request that the Faculty-Student Judicial Commission investigate his allegations.

   b. The request shall be made in writing to the Coordinator for Judicial Affairs, in the Student Affairs Office, for transmittal to the Commission.

   c. The Faculty-Student Judicial Commission may conduct hearings or undertake an investigation of such allegations or may delegate that responsibility to a Hearing Board.

   d. Upon concluding its consideration of the complaint, the Judicial Commission (or, through it, the Hearing Board) shall recommend to the President such disposition and/or remedial action as may be deemed appropriate.

   e. The President will act upon the recommendation and advise the student of the action taken.

10. This list is not exclusive, and the failure to list a right shall not be construed to deny any other rights retained by the student or published by the University.

(Note: A complete statement on the Judicial System, Southwest Missouri State University, is available in the Office of Student Affairs, and in the Office of the Dean of Faculties.)

SUMMER SESSION

Regular members of the faculty are employed for nine months of teaching but their salaries are paid over a twelve-month period.

Faculty members requested to teach during the summer session will receive additional pay for their services as determined by the Board of Regents.

SUSPENSION OF CLASSES (From Senate Action 20/70)

The Governor of Missouri, the General Assembly, the taxpayers of Missouri and the students and their parents have reason to expect that an effective educational program will be developed at SMS and a right to expect that the program will be carried out.

The normal operation and proper functioning of the university is the result of tradition, of successful experience, of careful planning, and of diligent, thoughtful consideration of the many factors which are in continuous interaction.

The normal operation and proper functioning of the university is that which is defined in the academic calendar and the schedule of classes.

Allowance must be made for change of plans when new and unpredictable factors offer danger to a programmed operation, or offer the opportunity for unanticipated benefits to the programmed operation, or in some other way profoundly affect (or should affect) the planned operation. Programmed operations should be changed only for good cause. Hasty, on-the-spot changes are likely to have undesirable results or side effects. Changes which are made in the programmed operation should be made as far in advance as possible and communicated to those affected in time to allow adjustment of organizational and personal activities.

The legal and properly constituted officers of the university must always be and remain in control of the programmed operation and must have the authority and the responsibility for changing it.

The officers of the university should never act to alter the programmed operation of the university while subjected to force or the threat of force. Violence must be dealt with and kept separated from consideration of plans for conduct of educational activities.

Except in the case of an emergency such as a natural disaster which has occurred or is imminent, or a major national tragedy, or other event of comparable magnitude, abrupt change of the total university operation should be avoided.

The President of the university has the authority to suspend for a brief period the operation of the university. The authority should seldom be exercised without appropriate consultation with those persons to whom major operational responsibilites have been delegated.

In the light of disruptions of the academic processes on university campuses across our country, the principles stated in Faculty Senate Action 5/69 are reaffirmed.

TEACHERS AND CLASSROOM DISRUPTIONS (From Senate Action 21/70)

Assumptions:

The teacher has responsibility in his classroom for conducting the educational program for which he was employed. Because of this responsibility he has the authority to manage his classroom in a manner to provide conditions in which learning may occur.

Procedures:

When a student enrolled in a class disrupts the classroom proceedings, the teacher may direct him to leave the classroom. The student will then be suspended from class attendance and forbidden to return to the class until the teacher agrees that he may resume class membership.

A suspension which is to extend beyond the class period will be reported by the teacher to the department head as soon as practicable but at most within twenty-four hours. If a suspended student is not restored to class membership prior to the second class period following the disruption which caused the suspension, a written report relating the circumstances will be made to the dean of the School, who will investigate and may call all the parties (i.e., student, teacher, and department head) together and discuss the matter.

The dean of the School may initiate administrative drop procedures in the event that mutual agreement upon terms of restoration to class membership cannot be made, in which case the teacher will award an N or F grade as he deems appropriate.

Neither the dean nor the department head will direct that the teacher permit the student to return or advise the student to return to class contrary to the teacher's wishes.

A student who feels that he has been treated unfairly after the investigation by the dean of the School may appeal his case to the Dean of Faculties. The Dean of Faculties will not hear the case of a student suspended from class attendance until the dean of the School has concluded his study.

The nature of a class disruption may be such as to make appropriate the filing of charges of violation of university rules and regulations. The teacher would, in this type of situation, file the charges under the Judicial System.

Class disruptions by persons not enrolled may occur. The teacher has the authority to direct those persons to cease their interruptions, and, if he sees fit, to dismiss the class and report the disruption through the department head to the dean of the School. Action in response to this kind of incident would be directed by the Dean of Faculties.

TERMINAL CLASS PERIOD

A two-hour terminal class period will be scheduled for each course irrespective of course credit and this two-hour period shall be in the class schedule published for each term. However, the teacher of a one-hour class shall have the option of cutting the terminal period to one hour within the scheduled time slot. The schedule will be set up by the administration. This terminal period shall be used either for adminstration of final examinations or for such other course-terminating activities as may be appropriate. A faculty member who requires additional time for a course examination should use the final class session or sessions during the week prior to the regularly-scheduled terminal period.

A student has a right to see his corrected examination and to have the grade assigned for the examination explained to him. Teachers are to explain to their students at the beginning of each course the grading procedures that will be followed in the course.

Each faculty member should be on duty and should plan appropriate activities for his or her classes through all scheduled terminal periods. Only in the most extraordinary circumstances should a teacher request permission to be absent from a terminal period. Such a request should be directed to the appropriate school dean with the endorsement of the department head. The dean's permission should be secured well in advance.

TRAVEL

Faculty and staff members traveling at SMS expense are required to submit receipts for commercial transportation and lodging expenditures and for convention registration fees. These receipts are required regardless of whether full or partial expenses are approved. Two forms are required for travel: (1) a Travel Request form is filed in advance for approval of the travel; (2) a Monthly Expense Account form must be filed after an approved trip has been completed.

1. Scholarly Activities -- The University encourages its faculty and administrative staff to take part in scholarly activities which have been approved by their department head and dean.

   a. Major Conventions, Workshops and Meetings (National or Regional)

   Round-trip air fare for the most direct and economical route (coach rate where applicable) will be paid by SMS to each regular faculty and administrative staff member who applies to attend annually one major professionally oriented convention, workshop, meeting, short course (or other approved scholarly activity) at a point within the contiguous 48 states. An allowance equivalent to the round-trip air fare will be paid to those using other than air transportation. The

maximum allowable amount for travel to any given point will be determined by the deans of the Schools.

The expenses for which reimbursement will be authorized, in all instances, must be supported by receipts in the case of convention fees, commercial transportation, and lodging.

Automobile travel will be reimbursed at the rate of 12 cents per mile to only one person per automobile.

b. State Conventions

Travel assistance will be provided annually to state conventions. It must be understood, however, that such travel will be authorized only when sufficient funds remain in the institutional travel budget.

(1) If a group (two or more) travels to a state convention, the institution will provide SMS cars for such travel if they are available. If campus vehicles are not available, mileage (12 cents per mile) will be paid for individual cars as necessary to transport the group.

(2) If only one person travels to a state convention, mileage (12 cents per mile) will be paid provided this sum is not more than the round-trip fare (coach rate where applicable).

c. Convention Papers

Full expenses--transportation, lodging, meals, registration fee--will be paid for faculty members who present a scholarly paper at a major or state convention. Full expenses will be paid for one major convention and/or one state convention. The number of days for which food and lodging will be allowed may be limited to less than the full period of the convention.

Only transportation expenses as outlined under "Major Conventions" and "State Conventions" will be allowed for those serving as officers, participating on panels, serving on committees, etc. Full allowance will be paid only when a scholarly paper is presented at a convention.

2. University-Directed Travel -- If a faculty member or an administrative staff member is to travel on SMS business of any kind, the entire travel expenses will be paid by the institution.

3. Candidate Travel -- SMS will pay the expenses of travel, food, and lodging when candidates for positions are brought to the campus for interviews. In each case, the candidate's visit must be approved in advance by the Dean of Faculties.

4. Travel Regulations

The following business office regulations are related to travel:

a. Form C-13 (Revised) must be used for making requests for either in-state or out-of-state travel. This form must be filed with the business office seven days in advance of travel when the travel is within the state.

Requests for out-of-state travel must be submitted at least two weeks in advance and must include a completed Form C-11, which is submitted to the State Comptroller for approval. No reimbursement for travel outside the state can be made unless the Comptroller's approval has been received prior to the beginning of the trip.

The above regulations are applicable regardless of whether or not an advance is requested.

b. For major or state travel, the approval of the dean of the School must be obtained on Forms C-11, C-12 (Revised), and C-13 (Revised). Forms are to be for-

warded to the dean of the School after they have been approved by the department head. (Note: Department head does not sign Form C-11, Out-State Travel.)

c. If a travel advance is requested, it may be picked up at the Bursar's Office 24 hours before travel commences, or the preceding Friday if travel begins on Sunday or Monday.

d. When travel advances are received, a separate Monthly Expense Account form C-12 (Revised), must be filed for each trip for which an advance is requested immediately upon return from the trip.

e. If a person travels more than once a month and no travel advance is requested, one expense account may be submitted at the end of the month for all travel that month. Separate expense accounts must be filed for travel paid from state funds and from local funds and for travel in-state and out-state.

f. Receipts

(1) Receipts are required to be attached to the expense account Form C-12 (Revised) for room accommodations, commercial transportation, registration fees, and any other unusual or relatively large expenses. These receipts are required whether full or partial expenses are approved.

(2) The yellow copy (or copies, if an expense account is filed once a month) of Form C-13 must also be attached to the expense account Form C-12. No reimbursement will be made unless this copy is attached.

g. Credit cards issued at the campus powerhouse when the vehicle is checked out are to be used for all gas and oil purchases when a state automobile is used.

h. Students are normally not permitted to drive state-owned vehicles. For exceptions to this rule, consult the business office.

5. Expense Account

Use Expense Account Form C-12 (Revised) obtainable from department head.

a. Submit white and yellow copies, attaching yellow copy of Travel Request Form C-13 and receipts to the white copy. Keep pink copy of Form C-12 for departmental information. After completing Form C-12 as instructed below, forward the expense account with the required receipts to the dean of the School for approval.

b. Totals should be shown in the total column on the right hand side of the sheet and on the line which reads, "Total of above".

c. At the bottom of Form C-12 there is this line: "State for what purpose." This line refers only to items listed under miscellaneous. It is not necessary to state why the trip or trips were taken.

d. The back side of the expense account sets forth instructions and a summary which needs to be filled out. If the travel destination is in the State of Missouri, enter all expenses as "in-state". If the travel destination is out-of-state, all expenses are entered as "out-of-state" in the summary, between in-state and out-state expenses. Submit an expense account for each trip.

e. No repairs to state-owned cars are to be entered on Form C-12. Submit the paid bill for such repairs to the Business Office for separate reimbursement.

f. Mileage is computed at 12 cents per mile.

g. If a member of the faculty or staff submits an expense account which includes expenses for persons other than himself, each person's name must be entered on the expense account. If there is insufficient room for this on the face

of the account, attach a separate sheet in duplicate stating the names of the persons whose expenses are included.

Illustrations of Forms C-11, C-12 (Revised), and C-13 (Revised) have been prepared for the Handbook and are shown on the following four pages.

- - -

IMPORTANT NOTICE TO SMS TRAVELERS
PLEASE READ

Points to remember if you want to be reimbursed:

1. Save your hotel bill. If you are sharing a room, request separate bills when possible. Make sure the hotel marks your bill PAID. Do not charge restaurant tickets to your hotel bill.

2. Save your airline, bus, or train ticket.

3. Request a registration fee receipt. The receipt must show the amount paid.

4. Keep track of actual meal expenses. Receipts are not required but estimated expenses or per diem amount are not allowed.

When you return, please complete and file your Monthly Expense Account within 7 days.

Have a Good Safe Trip!

REGISTRATION RECEIPT BLANK

Received from _____ the amount of

_____ $_____ for

_____.

_____
(Signed)

_____
(Organization Name)

OUT STATE TRAVEL
AUTHORIZATION REQUEST

Name John Doe **Date** July 27, 1972

Agency Southwest Missouri State University **Account No.** _____

Destination New Orleans, Louisiana

Purpose of Trip:

To attend the National ABC Convention

Approximate Dates of Travel August 28, 1972 **To** August 31, 1972

Manner of Transportation:

☐ Car ☐ Train ☐ Bus ☒ Plane

Number of People Taking Trip 1

Expenses to Include:

☐ Reasonable and Necessary Expenses

☒ Transportation Only

☐ Other *(Specify)*:

APPROVED: (date)

Gerald Patrick Holt
Dean of the School

Estimated Total Expenses: $ 104.00

Remarks:

_____
Department or Agency Head

Travel Approved: _____
State Comptroller

Form C-11 (June 1, 1965)

SOUTHWEST MISSOURI STATE UNIVERSITY

TRAVEL REQUEST
FORM C-13

PLEASE PRINT OR TYPE
IMPORTANT - READ INSTRUCTIONS AND REGULATIONS ON OPPOSITE SIDE

APPLICANTS NAME JOHN DOE DEPARTMENT ART

DESTINATION NEW ORLEANS, LA (city and state) DATES FROM 8-28-73 TO 8-31-73

TRAVEL EXPENSE INFORMATION

CHECK ONE

- [X] Airline Fare — $ 104.00
- [ ] Other Transportation Fares
- [ ] Personal Car Mileage
  _____ Miles @ 10 ¢ (round trip)
- [ ] University Vehicle To Be Used
  _____ Miles (round trip)

OTHER EXPENSES

- Registration Fee
- Lodging
  _____ Nights @ $ _____
- Meals - _____ @ $ _____
- Other Expenses
  _____

TOTAL REQUESTED $ 104.00

Reimbursable Allowance (To Be Completed By Approving Administrative Officer) $ _____

PURPOSE OF TRAVEL (Explain Participation, If Any)

ATTEND NATIONAL ABC CONVENTION

CHECK ONE

- [X] Major Convention
- [ ] State Convention
- [ ] University Directed Travel
- [ ] Other _____

APPROVING DEPARTMENT HEAD'S SIGNATURE

Floyd Robert 7-27-73 (date)

APPLICANT'S SIGNATURE

John Doe 7-27-73 (date)

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

APPROVING ADMINISTRATIVE OFFICER

_____ (signature) _____ (date)

TITLE

- [ ] President
- [X] Dean of Faculties
- [ ] Academic Dean
- [ ] Business Manager
- [ ] Controller
- [ ] Other _____

BUDGET TO BE CHARGED

- [X] Faculty Travel
- [ ] Other _____

CONTROL OFFICE USE ONLY

TRAVEL REQUEST NO. _____

ACCOUNT NUMBER _____ - _____ - _____

DESCRIPTION TRAVEL REQUEST -

DATE __-__-__ ENCUMBRANCE $ ____.__

Form C-13 Revised 3-73

Type or Print in Ink

STATE OF MISSOURI

MONTHLY EXPENSE ACCOUNT

John Doe
NAME

DEPARTMENT OR INSTITUTION Southwest Missouri State University For the Month of August 19 72

DAY	PLACE FROM	TO	RET X	MILES	BREAK-FAST	DINNER	SUPPER	HOTEL	BUS.. R.R... AIR..	* Misc.	TOTAL
28	Springfield, Mo-New Orleans, LA.				----------	1.60	3.75		104.00	30.00	109.35
29	New Orleans, La.				1.45	1.80	3.20				6.45
30	New Orleans, La.				1.65	1.90	3.80				7.35
31	New Orleans, La.-Springfield, Mo.				1.25	1.60	2.20	38.54			43.59
	TOTALS OF ABOVE				4.35	6.90	12.95	38.54	104.00	30.00	196.74
	TOTAL MILES				AT	¢ Per Mile					
	TOTAL REIMBURSABLE EXPENSES. → (Complete travel expense summary on reverse side)										$ 104.00

DAY	*State for what purpose:				
28	Registration Fee	30.00			

I do solemnly swear "or affirm" the above claim is correct and just, that the expense was necessary to the public business of the state, that payment has been made from personal funds and that I have not been reimbursed therefor, and I have not received and will not receive from any source whatever any payment or any part thereof except as provided by law.

Approved September 3, 19 72

By Carl Patrick Holt

Title Dean of the School

SIGNED John Doe

TITLE Instructor

OFFICIAL DOMICILE Springfield, Missouri

FORM C-12 (REVISED) 1M 3/70 *See Instructions on Reverse Side.*

SEE "REGULATIONS FOR THE GUIDANCE OF OFFICIALS AND EMPLOYEES OF MISSOURI WHILE TRAVELING ON OFFICIAL BUSINESS"

(1) All claims must be prepared on the typewriter or printed in ink. The original must be filed with the Comptroller.

(2) Reimbursement will not be made for expenses incurred for the sole benefit of the State employee or official, such as insurance, valet service, laundry, radio or television charges, bar bills, and extra meals.

(3) Charges for lodging must be supported by a paid receipt.

(4) Charges for commercial travel must be supported by a tax exempt paid receipt or a tax exemption certificate.

(5) When it is necessary and clearly to the benefit of the State for officials and employees to pay for meals and/or lodging other than their own, the reasons should be given on the expense account or by attached letter, and the names of the guests should be given.

(6) Officers and employees whose residence is in some place other than their official domicile, will not be allowed expenses while at such residence or traveling to and from the same. Any additional expense incurred by reason of an employee or official residing in a city or town other than his official domicile, is not reimbursable. The location of the official domicile is to be selected on the basis of the actual working or headquarters location as best serves the interest of the State, and not for the convenience or benefit of the employee.

(7) No officer or employee of the State, whose residence is in Jefferson City or who is continuously employed at the seat of government, will be allowed expense for hotel or meals in Jefferson City.

(8) Prior approval of the Comptroller should be secured for unusual or extraordinary expenses not covered by regulations.

TRAVEL EXPENSE SUMMARY

	Instate	Outstate
Mileage Claimed	$	$
Cost of Meals		24.20
Cost of Lodging		38.54
Commercial Transportation		104.00
Miscellaneous		130.00
TOTALS	$	$ 196.74

TOTAL REIMBURSABLE EXPENSES $104.00

Reverse side of Form C-12 (Revised)

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UNIT III -- FACULTY DUTIES

ADVISORY DUTIES AND REGISTRATION

Faculty members at Southwest Missouri State not only teach classes but also act as academic advisers. The chief function of the adviser is to assist his or her advisees in planning schedules of courses to meet individual needs, degree, and vocational requirements. The adviser must be available to consult with advisees before their scheduled pre-registration or registration times and for completion of their Degree Programs. The responsibility for the student's academic program is his or her own, but the faculty adviser should not relinquish the opportunity to guide, assist, and counsel wisely.

It is of great importance to the student that the adviser carefully record the academic progress of advisees. The adviser must also be available for at least five hours each week to consult with advisees. Advisers are asked to post their office hours in advance so that students may plan to consult with them. The department head should also be given a copy of the office hours. Students who have difficulty in contacting their advisers are instructed to seek the assistance of the department head.

1. Assignment of Advisers

   During the freshman year each student is assigned to an adviser in the department of his or her major. Some faculty members will act as advisers to students who have not yet decided on a major.

2. Faculty Advisee Lists

   Approximately four or five weeks after the beginning of each semester, advisers will be furnished an updated list of advisees who are currently in school. Department heads will be given a master copy of advisee lists for all members of their departments who are acting as advisers. Folders of those students not on the updated list or on the master list in the departmental office should be returned to the Advisement Center.

3. Student Advisory Folder

   The Advisement Center will prepare a student advisory folder for each student enrolled. For first-time students, the folder will contain a student profile sheet showing personal data, Admissions data, placement test and academic data, and raw and percentile scores for the ACT.

   For transfer students the folder will contain an SMS student profile sheet and an evaluation sheet for work in other colleges.

   For readmitted students the folder will contain an SMS student profile sheet and a transcript of the student's record.

4. Grade Reports

   Grade reports which contain cumulative records of hours and of credit points earned by advisees will be issued to advisers each semester. These reports should be kept in advisee folders.

5. Mid-Semester Grade Reports

   All first-time students will receive mid-semester reports during their first term, and all students on probation will receive mid-semester reports as long as they are on probation. These reports will be sent to faculty advisers. Because this mid-semester report period may be crucial to the student, each adviser is urged to have

an interview with all advisees at this time. Interviews with those doing below average work are vital.

6. Change of Advisers

If there is a change of adviser, the student usually initiates the change. The student must go to the Advisement Center to initiate the change if it involves a change of major and a change of adviser. The Advisement Center then sends the student to the department of the student's new major for assignment to a new adviser. If the student merely wishes to change advisers within a department, he or she may go to the department head to initiate the change. Or if a department head wishes to change the advisees of one staff member to another within the department, he or she may do so by preparing Change of Curriculum/Adviser forms and by supervising the shift of folders. In all cases, a record of the change will be sent to the student, the former adviser, the new adviser, the Records Office, the Computer Center, and the Advisement Center.

7. Student Class Lists

An official student class list will be furnished each instructor at the beginning of each semester. A revised class list will be provided later in the semester. The same procedure is followed in the summer term.

The instructor should check attendance especially carefully during the first class meetings. If a student is in class but not listed on the class list, the student should be requested to check his/her registration in the Records Office immediately. If a name appears on the class list but the student does not appear in class by the second class meeting, the instructor should check with the Records Office to verify the student's enrollment. A student should not be permitted to remain in class unless his name appears on the class list or his enrollment has been verified to the instructor by the Records Office.

8. Changes in Student Schedules

Adding a Course

A student may add a course only during the first week of classes during a regular semester, or during the first three days of a block course. Schedules will be published for shorter sessions indicating when courses may be added. If the student is a freshman, sophomore, or a graduate student, he obtains the adviser's signature. The procedure for adding a course is as follows:

a. The student obtains a change-of-schedule form from the office of an academic department and proceeds to the department in which he is adding.

b. He obtains an authorized signature from the department and then delivers the completed form to the Office of Admissions and Records within 24 hours.

c. The student will be billed for additional fees if the additional credit changes the fees due to the University.

Late Add by Student

If a student is attempting to add a course after the end of the first week, he must:

a. Follow the procedure outlined above for adding a course.

b. Obtain the approval and signature of the dean of the school in which the course is offered. If this approval is obtained, the student presents the change-of-schedule to the Records Office in person.

Dropping a Course

A course may be dropped within the change of schedule period without a notation being made on the student's permanent record. From the end of the change of schedule period to the end of the ninth week a course may be dropped with a notation of "N" being entered on the student's permanent record. A drop card with the signature of the student's adviser must be presented by the student to the Office of Admissions and Records. The adviser's signature indicates that he has been consulted but not necessarily that he/she approves the drop. A copy of the form will be sent to the instructor by the Records Office.

From the beginning of the tenth week through the last day of classes of that semester, a course may be dropped upon presentation to the Office of Admissions and Records of a drop card with the signatures of the student's adviser and his/her instructor in the course to be dropped. These signatures will indicate either approval or disapproval, but shall not affect the right of the student to drop. The instructor will also indicate either "N" or "F" on the drop card. "N" indicates that the course was dropped without penalty and that the student was doing passing work. "F" indicates a failing grade for the course. The instructor will receive official notification of the drop and a card for reporting the grade (N or F) to be entered on the student's permanent record. A graduated fee may be assessed for repeated drops of the same course.

For a block course, the completion of the fourth week shall be comparable to the ninth week of a regular semester. For shorter sessions a schedule will be published indicating when a course may be dropped.

The procedure for dropping a course is as follows:

1. The student obtains a change-of-schedule form from an academic department and proceeds to the department in which he is dropping.

2. If he is dropping the course sometime during the first through the ninth week, he obtains the signature of the department.

3. If he is dropping the course during the tenth through the fifteenth week, he obtains the signature of the instructor and receives a grade of N or F.

4. The student then delivers the change-of-schedule form to the Records Office in person within 24 hours.

Change of Section by Department

If a department wishes to change the section of a student, the department completes both the drop and add portions of the standard change-of-schedule form and forwards the white copy to the Office of Admissions and Records.

9. Pass-Not Pass Procedure

A student who registers for a course on a pass-not pass basis is treated no differently in class from other students, and grades will be assigned in the normal manner. Only after the semester grade is turned in will the distinction be made, i.e., students earning A, B, C, or D would receive a pass. The rest would, of course, receive an NP. Pass and not-pass grades are not used in calculating grade point average.

10. Withdrawal from University

Students who withdraw from SMS begin the withdrawal process with the Dean of Women or the Dean of Men. The withdrawal process is coordinated with the Associate Dean of Faculties because the same grade policies apply for a student withdrawing from school after the no-penalty drop period that are in effect for dropping one course. This procedure is to insure the student's academic welfare.

After the interview in the Student Affairs Office, the student proceeds to the Records Office for final clearance.

Students who withdraw by letter should write to the Dean of Students to effect the withdrawal.

Faculty advisers can be of assistance to students by impressing upon them the fact that any student wishing to withdraw from SMS must do so officially rather than by just leaving without any notice to the proper administrative office. Unofficial withdrawals result in F grades in all courses for which a student enrolled.

11. Degree Program

After the student has completed 59 semester hours, he will have the opportunity to complete his degree program with his adviser. The "Degree Program" forms, provided by the Advisement Center, must be filled out and returned to the Records Office before the student has completed 75 semester hours.

Care should be taken in preparing these forms because the student is assured of graduating upon successful completion of the requirements listed on the program. All requirements will be printed on the forms. The adviser will help the student to select the courses that will satisfy these requirements and serve best interests of the student.

12. Advisee Coffees

The Dean of Faculties maintains a budget for the use of advisers in entertaining advisees for coffee or for informal gatherings. Any adviser wishing to plan some kind of informal activity for his advisees should call the Associate Dean of Faculties who will be glad to make all the arrangements for the adviser.

COMMITTEE WORK

Much of the important work of SMS is carried on by committees appointed by the President and by the Faculty Senate. From time to time temporary committees are established to carry on assigned responsibilities.

OFFICE HOURS

Each faculty member must be available to his/her office at least five hours each week for consultation with students who are in his classes and with his/her advisees. The office hours must be posted in a place where students can see the notice and make plans to confer with the teacher. Faculty members should make special appointments for students who cannot appear during the regular office hours because of schedule conflicts.

TEACHING LOAD

During the fall and spring semesters the faculty load is twelve hours each week in lecture-discussion type classes for professors, associate professors, assistant professors, and instructors. Faculty members with laboratory assignments teach twelve or fourteen equated hours. Twenty contact hours of university-level teaching shall normally be considered a maximum load in a regular semester. A full teaching load for special appointment and supply teachers is fifteen hours.

When funds are available, a lighter load may be assigned to a teacher on a research program approved and periodically reviewed by the faculty Research Committee.

UNIT IV -- FACULTY BENEFITS

ATHLETIC EVENTS

Preceding each fall semester, faculty and staff members will receive a notification from the athletic director of the prices to be charged for tickets to SMS football and basketball games. Full-time faculty and staff members and their dependents may purchase reserved seats only in advance at a reduced rate.

BOOKSTORE

There is a ten percent discount on purchases of regular Bookstore items and special order items by faculty and staff members. This discount does not apply on rental items. For additional information about this or other matters relating to the Bookstore, contact the manager or the assistant manager of the Bookstore.

CAMPUS PUBLICATIONS

A copy of the SMS annual, the Ozarko, is available to each member of the faculty who desires one when the book is distributed each spring. The campus newspaper, The Standard, and the Office of Information Nile Green News bulletin are also published for general distribution to the campus community.

CAMPUS UNION

Campus Union facilities are for the primary use of the students, faculty, and staff. Room 115 is set aside as a faculty-staff lounge from 9 a.m. until 2 p.m. daily. The faculty and staff are also invited to use the Bears Den as well as the cafeteria.

Magazines and newspapers are sold at the information desk or may be checked out with a current ID card. Also, a lost and found station is maintained at the information desk as well as a hat and coat check service.

Reservations of Campus Union facilities may be obtained by dialing extension 320 at least five days prior to the event.

Faculty and staff are invited to join students in the Games Room where pool tables, billiards tables, bowling lanes, pingpong, and other games are available for a fee and presentation of a current ID card.

Several trips are planned each year through the Union Board and faculty and staff members are invited to take an active part either as participants or as chaperones.

Tickets for Union Board functions may be picked up at the box office located in the lobby of the building. Normally these tickets will be presented at no cost unless otherwise specified.

An Olivetti Coinfax copier is located in the Campus Union lobby for the convenience of faculty and staff.

CONVOCATIONS AND LECTURES

Many outstanding cultural programs are brought to the campus each year. These programs vary from drama, to music, to lectures on many topics and in many disciplines.

Each faculty member is entitled to two free tickets to each of the convocations. Tickets are not required to attend the SMS Visiting Lecturers series.

CREDIT CARDS

Bank Americard and Mastercharge credit cards are accepted for payment of Health Center fees and Bookstore charges.

CREDIT UNION

The teachers of the Southwest District of Missouri sponsor a credit union for the purpose of investment and loans. The secretary of the Credit Union is officed at 827 South Kings (upstairs). Faculty members who wish to invest money or to secure a loan may consult Mr. J. C. Bartee at the office of the Southwest Teachers Credit Union, Extension 231.

ENROLLMENT IN CLASSES

Regular members of the SMS faculty may enroll free in one regular classroom course per semester. They must pay the regular incidental fee for all courses over one course, and they will be required to pay for all private instruction. A faculty member wishing to take a free course should get a "Payment of Fees" voucher from the dean of his/her School before enrolling.

Supply instructors or special appointment personnel must pay for any and all courses in which they enroll.

All faculty and staff members who enroll in SMS courses are expected to make application for admission or readmission according to the application deadlines published in the SMS bulletin. This step is necessary so that registration material may be prepared in advance of registration. Failure to meet this deadline may result in a late registration fee charge.

GROUP INSURANCE PROGRAM

For all full-time faculty and staff members, SMS provides without cost to the employee an Employees Benefit Program which contains the following items:

1. $7,500 term life insurance and an additional $7,500 accidental death and dismemberment insurance
2. Group hospitalization and medical insurance
3. Group long-term disability insurance

The program is a tax-free fringe benefit of approximately $298 per year for the employee.

Supplemental life insurance for the employee in the amounts of $7,500 (or $15,000 with satisfactory evidence of insurability) and $2,000 life insurance for spouse and each dependent may be taken at the option of and at the expense of the individual faculty member.

Coverage of spouse and dependents for group hospitalization and medical insurance is also optional and at the expense of the faculty member.

The premium for optional insurance coverage is paid through payroll deductions.

Details and further information about the group insurance program are available from the Personnel Office (CAR118), telephone extension 368.

HEALTH CENTER

Full-time and retired faculty members and their dependents may receive care in the Taylor Health Center. Part-time faculty, faculty family members who are not dependents, and R.O.T.C. personnel staff may not receive care in the Center.

Full-time faculty, dependents, and retirees will be seen as patients in the outpatient clinic at the Center only during the regular clinic hours. Faculty members should make arrangements with a privately practicing physician to take care of emergency situations that might arise outside of the regular clinic hours.

The health service staff will not perform X-ray or laboratory examinations for physicians practicing outside the clinic. The nurses working in the clinic will not give any inoculations or parenteral therapy at the request of outside practicing physicians unless authorized to do so by the Director of the Health Center. X-rays, laboratory examinations, and any treatment or care by the technicians or nurses will not be done except as ordered by the Health Center physicians.

No house calls will be made. Service can be provided, as stated above, only during the regular clinic hours.

Part-time physicians may see any persons as private patients.

Normally no hospital calls will be made for full-time faculty, dependents, or retirees, but such service may be rendered at the discretion of the attending SMS physician if time is available. Private fees will be charged for such care.

A registered pharmacist is in charge of the Health Center drug stock. Prescriptions can be filled if the drug is carried in stock.

There is a relatively small percentage of the usual private-fee rate charged all full-time faculty, dependents, and retirees. While the charge for most office visits will be $3.50 when seen by a physician, about 50 percent of the usual community private-fee rates for the services will be followed and actual cost plus 20 to 30 percent for drugs dispensed will be charged.

Annual Routine Physical Examinations

Apparently healthy faculty members and administrative employees, upon request and if physicians' time permits, may have an annual routine physical examination done by the Taylor Health Center staff. These will be done by special appointments made in advance. The charges for routine physical examinations may be learned by calling the Health Center.

Annual Tuberculin Skin Tests

Each faculty and staff member is required to have a yearly tuberculin skin test and/or chest X-ray, as indicated, to demonstrate freedom from active clinical tuberculosis. These tuberculin skin tests and chest X-rays will be done by the staff of the Taylor Health Center without charge to the individual.

Pre-Employment Physical Examinations

The institution requires that each faculty candidate for employment secure, at his own expense, a letter from his physician which is a certificate of health, listing the status of his general health, his freedom from communicable diseases, and freedom from clinical tuberculosis, as shown by a tuberculin skin test and/or chest X-ray, as indicated.

LEAVES (Administrative, Sabbatical, and Educational)

(See UNIT II -- POLICIES, "Leaves.")

RETIREMENT AND FRINGE BENEFITS

Faculty members at Southwest Missouri State University are automatically part of the federal Old Age and Survivors Insurance Program and the Missouri Public School Retirement System. Questions on the retirement system will be answered in the Personnel Office, CAR 118, where literature describing the system is available.

All ranked faculty members shall be members of the Missouri Public School Retirement system. Any individual employed full-time in the fall or spring semester, or employed on a 9-month special appointment, is automatically included in the Retirement System program. The employee contribution to the system is matched by equal contribution by the University.

University employees, in all instances, participate in the federal government social security program (OASI). Matching contributions are made by the employee and the University.

Personnel who receive official academic year appointments, but who are appointed to begin teaching in the summer session preceding the academic year appointment, become members of the Retirement System beginning with the academic year appointment.

Other fringe benefits--the medical benefits, life insurance and accidental death and dismemberment insurance, and long-term disability insurance--shall become effective on September 1 of the year of appointment or at the beginning of the month following employment of a new faculty member. This portion of the fringe benefits program is fully underwritten by the University. The faculty member who is covered by retirement and other fringe benefits while on the University payroll will not be eligible for these benefits when granted leave without pay from the University. (The medical portion of the benefits, at the option of the faculty member on leave without pay, may be continued at the expense of the faculty member. The Personnel Director will explain details of the program.) Those who are on leave with pay will be continued on the fringe benefits program for the term of leave, these privileges including their participation in the Retirement System.

The fringe benefits (medical, life and accidental death and dismemberment, and long-term disability insurance) as well as participation in the retirement program will continue through the salary-payment period (normally a 12-month period, September through August for faculty members on nine-month appointments).

The Personnel Director is the administrator in charge of the retirement and fringe benefits programs.

SWIMMING POOL

The SMS swimming pool, which is located adjacent to the McDonald Arena building, is open for use during the summer months. Swimming passes for faculty and staff are available in the health and physical education department office. Each member of the faculty will be issued one pass for each person in his immediate family. On request, dated guest passes will be issued for guests of the faculty.

TAX-SHELTERED ANNUITIES

Faculty members at SMS may participate in a tax-sheltered annuity program. Those desiring to join the program may do so on November 1 or May 1 of any calendar year. The Personnel Office will supply upon request a list of companies presently approved by the University to write such annuity programs. Informational materials and specimen policies are available for review from the Director of Personnel.

TRAVEL

(See UNIT II -- POLICIES, "Travel.")

UNIT V -- PROCEDURES

ANNOUNCEMENTS

Faculty members desiring to have announcements made should send the information to the Director of Information and Publications.

Announcements intended for the faculty, staff, and students will be printed in the Nile Green News issued by the Office of Information and Publications. Items for it should be submitted to that office in the administration building, suite 205, by 3 p.m. two days prior to the desired publication date.

Announcements intended primarily for the student body may be placed in the Southwest Standard which is made available to all students each Friday. Items for this publication must be submitted by Wednesday noon.

BUILDING HOURS

Closing hours for a classroom building will be at 6 p.m. or 30 minutes after the last scheduled class.

After Normal Closing Hours. Special arrangements for use of buildings after closing hours by undergraduate students may be made if a member of the faculty or a responsible person designated by the department head is present to supervise the student activities. The department head or the appropriate scheduling officer may make the special arrangements through the Reservations Office by completing the proper forms provided by that office.

Students will not be permitted to remain in buildings without supervision later than the normal closing hour except when experiments or projects are in progress and require continuous observation. If a building is to be used after normal closing hours for any of the reasons mentioned above, a statement to this effect must be included in the request for use of the building.

Any person entering or leaving a building after the normal closing hours shall be responsible for locking the door after entering or leaving the building, even though other people are in the building.

Exception: When a building has been scheduled for special events, such as concerts, plays, exhibits, etc.

Graduate Students requiring the use of buildings after the regular closing hours, upon written request of the head of their department may be issued a card by the Security Office. This card will authorize those individuals to be in the room specified after normal closing hours, including Saturdays, Sundays, and holidays, but no later than midnight on any day of the week unless the department head or the appropriate scheduling officer has notified the Security Office in writing. Each permit should specify the beginning and ending date.

Other Regulations. Faculty and staff members are urged not to remain in SMS buildings later than midnight unless absolutely necessary. Any non-faculty person in a classroom, office or laboratory after closing hours who has not secured the appropriate permission, or any other person whose staff duties do not require him or her to be in the building, will be asked to leave.

CHECK-OUT PROCEDURE

The routine procedure for all faculty members leaving the employment of SMS will be to complete the property clearance form which is available from the office of the Dean of Facul-

ties. The departing faculty member will be requested to secure the clearance signatures from the department head, library, bookstore, bursar, security office, and controller's office. *The controller retains the property clearance form for record purposes.*

CLASS HOURS

During the fall and spring semesters classes are to begin on the hour and end at 10 minutes before the hour. Instructors have the responsibility of dismissing students promptly at 10 minutes to the hour so that students will have the 10-minute interval to move to their next classes. (Some Tuesday-Thursday classes are scheduled for longer periods. The instructor should adhere to the times printed in the schedule.)

While classes are expected to start on time, the policy will be that students, in the absence of the faculty member, will not be required to remain in class beyond a 10-minute period, unless notified within that period that the teacher is coming. (Senate Action 28/70)

CLASSROOM PROCEDURES (Faculty Senate Action 21-73/74)

1. Within the first week of classes, the teacher should issue a written policy statement to each student explaining the testing and grading procedure to be used, as well as any policies relating to attendance, dress, punctuality, class participation, and other items affecting the conduct of the class.*

2. After an examination prepared by the teacher or any written paper has been graded, the test or paper is to be made available to the student so that the student can observe where he has succeeded and where he has failed.

3. A teacher has the responsibility to make himself available to speak with students who wish to discuss the subject matter of the course or their progress in the course. Each faculty member must be available in his office at least five hours each week for consultation with students who are in his classes and with his advisees.

4. Each teacher must keep a complete and accurate account of grades and attendance (if that is among grading criteria) so that he will have factual information for school records and so that he will be able to evaluate the student.

COMMENCEMENT

All faculty members who hold tenure will participate in the spring commencement exercises. Nontenured faculty members are invited to take part but are not required to do so. In the fall and summer commencements, there will be an academic procession including a departmental representative of each of the academic departments.

Faculty members who wish to be excused from participating in commencement should write to the Dean of Faculties regarding their request. Academic regalia is provided by SMS for faculty members participating in commencement exercises. The participating faculty member should contact the Bookstore manager regarding the regalia needed.

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*Faculty Senate Action 21/71 suggests the following items be used as a guide in preparing the policy statement:

1. Purposes: (a) What is the purpose of the class? (b) What will be taught in the class?
2. Absence Policy: (a) The number of absences allowed. (b) Policy toward late arrival. (c) Policy toward early departure.
3. Plagiarism and Cheating Policy
4. Books required
5. Test Dates (if unknown then approximations)
6. Examinations: The material to be covered on each exam--a general idea.
7. Grading Scale: (a) Curve. (b) Point System.
8. Term Papers: (a) Dates that term papers are due. (b) The criteria used to determine the grade.
9. Final: (a) Comprehensive or not. (b) A general idea of the subject matter to be covered.

ECONOMIC INVOLVEMENT

The Statutes of Missouri declare:

174.220. No officer or employee shall be interested in the sale of school supplies or property. No president, professor, teacher, regent or other officer or employee shall keep for sale or be interested, directly or indirectly, in the sales of any school furniture or apparatus, books, maps, charts, or stationery used in said colleges; nor be interested, directly or indirectly, in any contract or purchase for building or repairing any structure, or for fencing or ornamenting the grounds, or furnishing any supplies or material for the use of such state teachers colleges.

Faculty members are not permitted to receive royalites for the sale of their materials to students. In those cases where it is desired to utilize books, plays, compositions, and other works of faculty members, the faculty member will be required to renounce his royalty rights on all sales at SMS. For details regarding the way in which this is done, please see the Dean of Faculties.

EDUCATIONAL MEDIA CENTER

The Educational Media Center is operated to serve the campus community. The closed-circuit television system and the audio-visual department comprise the Educational Media Center.

The closed-circuit television system is operated out of the office in the Greenwood Laboratory School, room number six, and can be reached by telephone extension 431.

The main office for the securing of audio-visual equipment is in room 102 of Hill Hall, and the telephone extension is 375.

The amount of equipment which is available to faculty members is constantly being increased. In addition to the equipment listed, there are also several services offered on a limited basis, as enumerated.

Services: (Hill Hall, room 102, extension 375)

1. Projectionist. (limited)
2. Facilities and assistance in producing transparency materials for overhead projection and 35 mm slides.
3. Delivery services to and from the classroom of equipment assigned to the Center.
4. Facilities and assistance in prerecording class lectures, etc.
5. Television recording (fixed or portable).

Equipment: (Hill Hall, room 102, extension 375)

Amplifiers (indoor and outdoor)
Cables, extension - 25 ft. and 50 ft.
Eraser (bulk magnetic tape)
Film rewind (16mm and 35mm)
Film splicer (16mm)
Phonographs (monaural and stereo)
Pointers, electric
Projectors (16mm motion picture)
Projectors (8mm motion picture/standard 8 and super 8)
Projectors (8mm film loop/standard and super 8) optical and silent
Projectors (slide and film strip/35mm)
Projectors (slide/3¼" and 4")
Projectors (overhead, transparency)
Projectors (opaque)
Projectors (micro, glass slides)
Projectors (film strip, previewer)
Reels, take-up (16mm motion picture)
Screens (50" x 50", portable)
Screens (70" x 70", portable and wall)
Tables, projection (portable)
Tape recorders (monaural and stereo)
TD201 programmer
Television receivers (black and white, color)
Typewriters (directory type), to be used in Center
Speakers, extension
Film catalogs

Prior planning and adequate time on requests for CCTV recording or playback are requested. A minimum of 24 hours to several days is needed, according to the type of request and commitments. This service is on a limited basis.

In order to serve everyone and to improve the services available at the Center, requests for requirements should be submitted to the Center at least 24 hours prior to the time the equipment will be used, if at all possible. Also, to enable the Center to schedule properly the use of the equipment between various faculty members, it is requested that the equipment be returned as soon as possible after use.

Rental of off-campus films, tapes, filmstrips, etc., are services through the Educational Media Center. Request forms for this service are available in the departments and the EM Center.

FOOD SERVICE

All food to be served on campus must be ordered through the campus food service. Faculty and administrative staff wishing to order food should contact the Facilities Coordinator in the Campus Union, extension 320.

GIFTS TO UNIVERSITY

All gifts to the University of money, securities, art objects, collections, equipment, properties, and the like must be accepted by the Board of Regents. All information pertaining to a gift should be submitted to the Business Office for processing and acknowledgement.

KEYS TO BUILDINGS

Faculty members may secure the necessary keys to their buildings in the Security Office, CAR 123, upon presentation of a key request form signed by their department head. Advance notice of 24 hours must be given before keys can be issued. Faculty members must sign for keys in person as all individuals will be held accountable for the keys checked out to them. There will be a charge of $1.00 for replacement of a lost key and a charge of $5.00 for replacement of a master key. Any keys which are broken will be replaced free of charge upon presentation of the broken key.

Keys should not be approved for undergraduate students. If it is necessary that undergraduate students have keys, they will be issued to faculty or staff and checked out to undergraduate students on a temporary basis. If a need exists for an undergraduate student to have a key for prolonged periods of time (for more than 24 hours), the department head will present a written request to the Security Office for approval.

Faculty and staff should refrain from loaning keys to another person for any reason.

Persons who find they no longer have need for keys should return the keys to the key department in the Security Office.

The loss of any key should be reported to the Safety and Security Office by telephone and a written lost key report should be submitted immediately.

LETTERS TO BOARD OF REGENTS

(Article IV, By-Laws of Board of Regents, January 18, 1936, as amended November 17, 1972)

All communications to the Board from professors or other employees of the State University, or from students shall be filed in writing with the President of the University. The President shall have power to read the communication in advance and to make upon them any comments he may see fit, but he shall have no power to delay or withhold any communications addressed to the Board of Regents or to any committee of the Board. Such communications shall be filed with the President at least five days before the meeting of the Board; otherwise, the President may exercise his option to submit them at that time or withhold them until the next meeting of the Board.

LIBRARY SERVICES

The Collections -- The Library's book collection is an open-shelf collection. Until the spring of 1963 all books were classified according to the Dewey decimal classification system. In June 1963, the library began using the Library of Congress classification system. Although many books have been reclassified, there remains a large collection of older books in the Dewey classification. The L. C. Classification begins with a letter or combination of letters, while Dewey always begins with a number. Books dealing with the humanities and the social sciences are shelved on the second floor, while those dealing with science and technology, including library science and military and naval science, are shelved on the third floor.

The following symbols may be used as a part of the call number and represent special types of material. Each is shelved as a separate collection. For information on each, ask at the reference desk.

Ref -- Reference Book Folio -- Oversized Book Juv -- Juvenile Book

Doc -- Government Document Spec. Coll -- Special Collections

In addition, such words as "microfilm", "microfiche", "film", "filmstrip", etc. preceding the call number indicate non-print material.

The Library was designated a depository for publications of the federal government in the spring of 1963. Government documents are classified by the Superintendent of Documents classification system and kept as a separate collection shelved on the mezzanine.

The periodicals division is located at the north end of the first floor where all periodicals are arranged in alphabetical order by title. Publications of societies and associations with no distinctive title are shelved under the name of the society or association. Current periodicals are kept in an area separate from the bound periodical stacks. Back files of many periodicals and some newspapers are preserved in microform. Reading machines for microfilm, microcards, microprint, and microfiche are located nearby. Other types of material such as monographs, research reports, theses, etc., which are kept in microform, are also housed in the periodicals area. Periodical holdings are listed in the main catalog as well as in a separate catalog in the periodicals department.

The reference collection is located on the first floor of the library off the main lobby. The collection consists of about 8,000 volumes of encyclopedias, dictionaries, handbooks, statistics, biographical works, directories, and bibliographies. Questions concerning the use or location of any library material should be directed to the reference librarian on duty in this area.

Files of fine art reproductions, pamphlets, clippings, and pictures are maintained in the reference department.

Curriculum Laboratory materials, located on the basement floor level, include a juvenile book collection, an elementary and secondary textbook collection, a special education collection, curriculum guides from various states and city school systems, and a collection of audio-visual and other non-print learning materials on the elementary and secondary levels.

University level films and other audio-visual materials are also included in the film collection. A mimeographed catalog of all audio-visual material available in the library is available in the film room. Audio-visual materials are also listed in the main card catalog. Arrangements can be made with the Curriculum Laboratory Librarian for previewing audio-visual materials during certain specified hours.

Memo from the Librarian -- The Library issues a monthly publication, Memo from the Librarian, which is distributed to all faculty members. The Memo contains items of interest concerning the development of the library collections, library policy, and other library matters of interest to the faculty. Important acquisitions are frequently listed, and in each issue our audio-visual holdings are updated.

Circulation of Materials -- Faculty members and their wives or husbands may withdraw books from the library for a period not to exceed one semester. However, such books may be called in by the library if they are urgently needed by a student or are needed for reserve. Books may

be renewed at the end of each semester. Although there is no limit to the number of books a faculty member may have out at a particular time, the number should be kept within reasonable limits. Semi-permanent office collections of library books are discouraged.

Periodicals, if needed for professional use, will be circulated to faculty members for one week only.

Reference books will be circulated from the reference desk to faculty members for overnight use or short periods at the discretion of the reference librarian.

Books classified as special collections are available to faculty members for circulation. The care and safety of rare books are the responsibility of the faculty member while they are in his possession. They are circulated from the reference department.

Government documents are circulated for a three-day period, or will be issued to faculty members for longer periods by arrangement.

Films and other audio-visual materials circulate for two days. Some A-V materials can be signed for by departments for longer periods of time when extended use within the department is desirable.

Juvenile books are for the use of university students and cannot be circulated to faculty children for recreational reading. The public library in Springfield and its branches are happy to provide this service.

Faculty members should present their identification cards when checking books out of the Library. The identification card is used in a charging machine to stamp the borrower's name on the book card. A secretary or student may check out a book for a faculty member only by presenting the identification card or a signed authorization from the faculty member. The faculty member's name should be stamped or written on the book card, followed by the signature of the person authorized to act for him. That person also should present his own identification card.

Faculty are expected to stop at check desks to show books and briefcases wherever such check points are set up within the Library.

Book Order Procedures -- All academic departments are supplied with order request forms which are to be used for requesting the purchase of library books, periodicals, or films. Any faculty member may submit a book order request, but many departments require department head or library representative approval before requests are submitted. Eight to ten weeks are generally required to order, receive, and process a book for use. In emergencies book orders may be marked "rush" which will reduce somewhat the order and processing time. If a book is being ordered for reserve use, the order request should be so marked. Multiple copies should be kept to a minimum. Reserve books should be ordered at a ratio of about one book for every ten to fifteen students.

A portion of the Library budget is allocated annually to each academic department against which library book orders and orders for audio-visual materials are made. Departments are notified from time to time as to the status of their allocation balance. Order requests should be submitted through the year to give an even distribution of the library work load.

Periodical subscriptions, back issues of periodicals, films, reference books and books of a general nature not specifically applicable to a particular discipline are not purchased from departmental allocations, but from separate library budgets as funds permit. If more than a single item is requested, priorities should be indicated.

Requests for book orders should be sent to the Library order department; periodical orders should be sent directly to the periodicals division; film and other audio-visual orders should be sent to the librarian's office accompanied by a brochure or catalog listing the film.

The person requesting a book will be notified when the book is ready for use and it will be held for one week in the catalog department for his/her inspection before being shelved. New books of general interest are kept on display in an exhibit area off the lobby for about one week.

Placing Books on Reserve -- Requests to place books on reserve must be submitted to the circulation librarian in typewritten form, double-spaced at least one week prior to the time

reserve reading assignments are made. Forms for placing books on reserve are available at the circulation desk. Reserve lists should be checked against the catalog before being submitted. Books will stay on reserve for one semester only and must be requested again should an instructor wish them to be continued on reserve. Otherwise they will be returned to the regular collection.

Books may be placed on either open reserve (arranged by courses on open shelves along the west and north walls of the reserve room to be used freely within the room) or on closed reserve (to be called for at the reserve desk and checked out for one-hour periods during the day). Both open and closed reserves are designated regular reserve, special reserve, 24-hour reserve, or three-day reserve.

Regular reserve books may be taken for overnight use at 3 p.m., while special reserves may not be taken for overnight until one hour before closing. They are due at 8:30 a.m. the following morning. Twenty-four hour or three-day reserves may be returned at any time on the due-date. Personal copies of books may be placed on reserve but the Library cannot assume responsibility for the loss or damage of such books. Also, it is necessary for the Library to paste a book pocket in each book.

Faculty Carrels and Reading Rooms -- Four locked carrels are available in the Library for faculty use. These will be assigned to faculty members who are working on research projects involving the use of library materials. Books kept in a carrel should be signed for.

A faculty reading room is located off the west end of the reserve room. A large classroom which can be divided into two smaller rooms may also be reserved for special purposes when not in use by the Department of Library Science.

Interlibrary Loan -- Interlibrary loan service is available through the reference librarian to all faculty members as well as to graduate students. Requests must comply with the regulations set down in the nationally-adhered-to interlibrary loan code. Current in-print books, reasonably priced, will, in most cases, be purchased rather than borrowed on interlibrary loan.

Photocopying Service -- The Library has equipment for making photographic copies from all forms of library materials. Two coin-operated copiers will make copies of all printed material, whether from books, periodicals or single sheets. Copying machines located in the periodicals division will make enlarged copies from microfilm, microfiche, microcard, and microprint. A small charge is made for all photographic services. Costs may be charged to departmental budgets with department head approval. Persons making copies shall bear the responsibility for any possible copyright violation.

Library Tours and Bibliographic Instruction -- The Library staff conducts general tours, about one hour in length, for students who need basic instruction on the use of the Library. The tours begin early in the fall and should be spaced evenly throughout the semester. Since groups are to be kept small, students are asked to sign at the reference desk to join a group at a specific time. Students join the tours on a voluntary basis, and an effort is made to schedule them at times desired by the students who request the tours. Faculty members may arrange with the reference librarian, a week in advance, to have some of the tours planned with emphasis on a specific subject. Advanced class instruction on special materials and bibliographic tools in a specific academic area also may be obtained by arrangement with the reference librarian.

Faculty members should encourage their students to purchase from the Bookstore a copy of the Student Guide to the SMS Library.

In addition, the library science department offers a one-hour formal course in the use of the library and courses in beginning and advanced reference.

Class Assignments Involving Library Use -- Student use of the Library will be much more satisfactory if faculty members will check library resources before making assignments. It would also be desirable for the faculty to discuss the assignments with the reference librarian either in person or in writing a few days in advance so that all library material can be made available and adequate assistance given the student. Copies of all reading lists should be given to the reference librarian.

Bibliographic Service -- Faculty members desiring bibliographic assistance either in connection with building the Library's collection in a specific subject field or in connection with any type of research are encouraged to consult the library's bibliographers.

LOST AND FOUND ITEMS

Lost items which are found in the buildings or on the grounds should be turned in at the Security Office or to the information desk in the Union.

LOST OR STOLEN PROPERTY

It is the duty of the Security Office to conduct an investigation of all missing items of SMS property. To facilitate recovery of those items of property, each department should report to the Security Office the loss of property by telephone or campus mail as soon as it is missed. The results of any investigation may be directly correlated to the promptness with which this report is received.

Security of SMS property is each individual's responsibility. Each faculty and staff member should safeguard school and personal property by minimizing opportunity for theft.

Also, report to the Security Office any act of suspected pilferage, fraud, or any other criminal action.

MAIL ROOM SERVICE

The campus mail room observes the following schedules and procedures in day-to-day operations:

1. The office hours will be from 8 a.m. to 5 p.m.

2. The service window will be open from 10 a.m. to 4:30 p.m., Monday through Thursday, and will be open to 4 p.m., Friday.

3. Stamps of all denominations kept in stock, pre-stamped envelopes, and postal cards will be sold at the window during the hours it is open.

4. Registered or certified mail cannot be mailed at the campus mail room. Such mail must be taken to the United States Post Office or a postal substation.

5. Packages and parcels to be mailed by faculty and staff will be accepted at the campus mail room if they weigh 40 pounds or less. Such packages and parcels may be insured only if they contain matter specifically and exclusively belonging to the college or are otherwise directly related to the conduct of the affairs of SMS. Postal regulations prohibit the insuring of any other parcels and packages at the campus mail room.

6. Only first class mail will be forwarded by this institution to faculty members on leave or otherwise absent from the campus. To have second class mail or parcel post forwarded, the addressee must have on file with the post office a change of address form signifying that the addressee will pay postage due for forwarding such second class matter.

MONEY-MAKING PROJECTS BY STUDENT ORGANIZATIONS

Each student organization registered in the Office of the Dean of Student Affairs may conduct one on-campus money-making project each academic year. These projects may be scheduled in the Union or the administration building auditorium with approval of the Office of the Dean of Student Affairs and provided facilities are available which will accommodate the event. Priorities for these events shall be:

(1) Events in which students participate (examples: Madrigal dinners, variety shows, Cooperation International Night, home economics bake sale, candy sale, student art works); (2) events restricted to SMS groups (examples: military ball, I.F.C. dance, costume ball); (3) bringing in outside talent and events open to the general public (examples: shows, dances, films, etc.)

Student organizations scheduling their events by April 15 of the current year for the following year will have priority. Events scheduled after April 15 will be on a first-come, first-served basis as facilities permit. Arrangements for scheduling a money-making event must be completed 15 days in advance of the event.

Student organizations desiring exceptions to the places specified above must submit written justification for such exception to the Office of the Dean of Student Affairs for approval. Because of the heavy educational and specialized activities schedule of McDonald Arena and the Craig Hall Theatre, those facilities are not available to student organizations for money-making projects.

Organizations are required to reimburse the Union or the university for custodial time and expense involved in setting up and cleaning up for the money-making projects. (See schedule on page 93 concerning rental of facility fees for student and non-student organizations using the Union facilities and other SMS facilities.)

PARKING REGULATIONS AND CAMPUS SECURITY

All faculty members should become familiar with the parking and security regulations which are in effect on the campus.

The following parking and traffic regulations are in effect on the campus and applications for reserved parking space are taken at the Safety and Security Office, CAR 123.

A traffic summons on a vehicle is an official notice that the person responsible for said vehicle has been cited for violation of these rules and is the first notice for that person to appear at the Safety and Security Office to pay any fine incurred not later than five days following the issuance of said summons. Failure of faculty, staff, or students to report within this time limitation may result in a notice to appear at the Safety and Security Office, the Dean of Faculties Office, or the Student Affairs Office.

Failure to clear the traffic record through settlement of the assessed fine or to file the proper appeal form on any summons will result in the withholding of the academic records of a student by the Admissions and Records Office and will subject a faculty or staff member to appropriate action through administrative channels of SMS.

Safety and Security officers of Southwest Missouri State are responsible for enforcement of these rules and regulations and these employees are not authorized to grant any privileges to any person who deviates from these rules and regulations. The Safety and Security Director is responsible for determining the necessity of advisory, control, and regulatory signs and other measures for safety and the proper flow of vehicular and pedestrian traffic on campus.

For the purpose of these regulations, the term motor vehicle includes public or private automobiles, trucks, buses, motorcycles, motorscooters, motorbikes, or any other motor-powered vehicle operating on land. These rules will also include the control and regulation of bicycles as to traffic and parking.

The mere fact that a vehicle may be illegally parked in violation of these regulations and has not been cited does not in any way indicate that the regulations are no longer in effect.

The request by an officer of the Safety and Security Office for a driver's or passenger's identification will be honored by all concerned, when said officer is in the exercise of his duties. Any faculty, staff, or student using abusive, argumentative or threatening language toward any officer of the Safety and Security Office who is performing his duties in accordance with these regulations may be referred to the appropriate authorities for disciplinary action.

Registration

1. Vehicles subject to registration:

   a. All faculty and staff members who at any time during the school year expect to use any of the free school-owned or controlled parking lots must register their motor vehicles with the Safety and Security Office and display the appropriate registration decal at the prescribed location on the vehicle.

   b. All students who use, operate, or possess a motor vehicle while enrolled at SMS must register only their own vehicle or those owned or controlled by members of their immediate family with the Safety and Security Office and display the appropriate registration decal at the prescribed location on the vehicle.

2. a. The annual registration of vehicles will be accomplished during the regular fall class registration period. Anyone who acquires a vehicle at a later date, prior to the next annual registration, shall register it within 48 hours, excluding Saturday and Sunday.

3. a. Reserved parking permits and decals must be affixed on sedans to the lower center of the rear window; on station wagons, convertibles and pickup trucks, to the lower right hand corner of the windshield. Registration permit decals (those not designated for reserved lots) are to be affixed to the lower right hand corner of the windshield.

4. a. Decals are the responsibility of the purchaser and must be removed prior to the sale of a vehicle or termination of a student's enrollment or a faculty or staff member's employment at SMS. Decals are not transferable to any other vehicle. A parking permit or decal which has been lost, defaced, or otherwise invalidated will be replaced after the Safety and Security Office has determined the replacement is valid.

5. a. Temporary registration permits may be issued for various reasons, at the discretion of the Safety and Security Office. Normally, these permits will be limited to contractors and other types of vehicles engaged in temporary business activities on campus.

6. a. Special parking privileges may be provided for certified disabilities, administrative considerations, and need for officially reserved spaces, if space is available.

Parking Regulations:

1. No faculty, staff, or student member affiliated with SMS shall park in a reserved campus parking lot without a valid parking permit duly issued for his car and properly displayed thereon. All reserved parking lots will be designated by number and only cars displaying a valid parking permit of like number will be permitted to park there. (Note: an exception to this rule involves Lot 2 (Grand Avenue "U") where any reserved lot decal is acceptable for parking only between the hours of 5 p.m. and 9 p.m.) Note: the area north of the west "U" or Lot 2 behind the steel posts is reserved for visitors only. Individuals parking in this area for the purpose of conducting business or visiting the campus must sign the register in the Security Office, giving the license number of the car which is so parked.

2. No faculty, staff, or student affiliated with SMS shall park on any free university-owned or controlled parking lot without a valid parking decal.

3. Parking will be restricted and regulations enforced during the hours indicated on each lot. All reserved lots will be open to the faculty, staff, students, and public after the designated hour when reserved parking ends.

4. If, by reason of emergency, the holder of a parking permit or decal finds it necessary to park on campus a car other than the one he had registered, he must notify the

Safety and Security Office within one hour after parking. The license number, make, and model of the unregistered car must be given.

5. The following methods of determining priority for the reserved parking lots have been established:

   a. President
   b. Assistant to the President
   c. University Deans
   d. University Physicians
   e. Academic Department Heads
   f. Administrative Directors

   A permanent parking assignment list is established for faculty and staff in reserved lots. If a faculty member desires a space in a reserved lot, that name will be placed on the waiting list if his request cannot be fulfilled, and as space is available assignments will be made.

6. Members of the faculty and staff who wish to reserve parking space on any of the reserved lots set aside for them will pay a fee of $24 for the fall and spring semesters (inclusive) and $3.50 for the summer term. Fees must be paid in advance, in the Safety and Security Office not later than the first day of classes.

7. Faculty and staff members who find they will not need parking spaces for which they have paid will receive a prorated refund. Portions of the parking permit which can be removed from the car must be presented at the Safety and Security Office where the refund will be authorized. Refunds of this kind will be prorated in the same way as those for regular SMS fees.

8. Space may be available in reserved lots, if not taken by faculty and staff members, to students, and these spaces will be offered to the students at the same fee charged to the faculty and staff members. Announcements of available spaces will be published in the Standard.

9. Vehicles may be towed from college-owned parking facilities if vehicles have been abandoned for thirty days and have no current registration plates.

Parking and Driving Violations and Penalties:

1. Driving in a careless or reckless manner on school property. . . . . $25 fine
2. The use of a stolen, lost or falsely obtained decal or parking permit. . . $25 fine
3. Failure to register and display an SMS registration decal. . . . . $10 fine
4. Parking in Visitor's Area, Reserved Lots or an area in which permit does not apply; intramural fields, cultivated or grass areas, loading zones, driveways, fire lanes, sidewalks, walkways, or posted "No Parking" zones . . . . . $ 5 fine
5. The following violations will be assessed at $1 fine for the first violation, $2 fine for the second violation, and $3 fine for each additional violation during an academic year:

   a. Parking without permit or decal properly affixed and displayed in specified location on vehicle.
   b. Parking in red zones.
   c. Parking over the space line.
   d. Parking overtime in space reserved for limited time.

6. Any student who receives three or more parking violations may be subject to suspension from SMS by the Associate Dean of Students until the fines are paid.

Collection of Fines

If a faculty or staff member has failed to pay the fines which have been assessed him for parking violations, his August check will be withheld until the faculty or staff member has paid the fines.

Appeals

If a member of the faculty, staff, or student body feels that a protest against a fine is justified, a written request for an exception to the fine, with full explanantion, must be made to the Safety and Security Office within the five-day period following the first notice. If a written request for an exception is not made within five days, payment of the fine will be required.

All student appeals will be forwarded to the campus Judicial Board. An appeal by faculty or staff will be reviewed by the Faculty and Staff Parking Committee. This committee is composed of six members: two representatives of the faculty, two representatives of the administration, and two representatives of the staff.

To furnish the Faculty and Staff Parking Committee further information in order to make a just and fair decision, the individual will be invited to appear before it.

Ruling of the committee will be final.

Night-Time Reserve Parking

Night-time reserve parking for faculty members teaching evening classes is available under certain conditions. The Safety and Security Office should be contacted for further information.

Parking Lot Information

Lot 1 National Avenue "U" -- RESERVED

Reserved from 7 a.m. until 5 p.m., Monday through Friday for faculty and staff members. Three 30-minute parking zones for library use only and one 20-minute emergency zone open for student and public use only during these hours. After 5 p.m. and on weekends this lot is available to students and public parking.

Lot 2 Grand Street "U" -- RESERVED

Reserved from 7 a.m. until 9 p.m. Monday through Friday and 7 a.m. until 11 a.m. Saturday for faculty and staff members. Lot is reserved 7 a.m. until 5 p.m. for cars carrying Lot 2 permit; after 5 p.m. is reserved for any car having an SMS reserve parking permit.

Lot 3 Area between Agriculture Building and Industrial Education Building and at the east end of the Industrial Education Building -- RESERVED

This area is for small cars only. Reserved from 7 a.m. until 9 p.m. Monday through Friday for faculty and staff members. Lot is reserved from 7 a.m. until 5 p.m. for cars carrying Lot 3 permits; after 5 p.m. is reserved for any car having a reserve parking SMS permit.

Lot 4 Grand and Dollison Avenues -- RESERVED

Reserved from 7 a.m. to 5 p.m. Monday through Friday. Lot open after 5 p.m. and on weekends to students and public parking.

Lot 5 Area at the rear of the temporary offices in the 800 block South Kings -- RESERVED

Reserved Monday through Sunday, 24 hours a day for faculty and staff parking. No student or overnight parking.

Lot 6 Corners of Monroe and Florence -- RESERVED

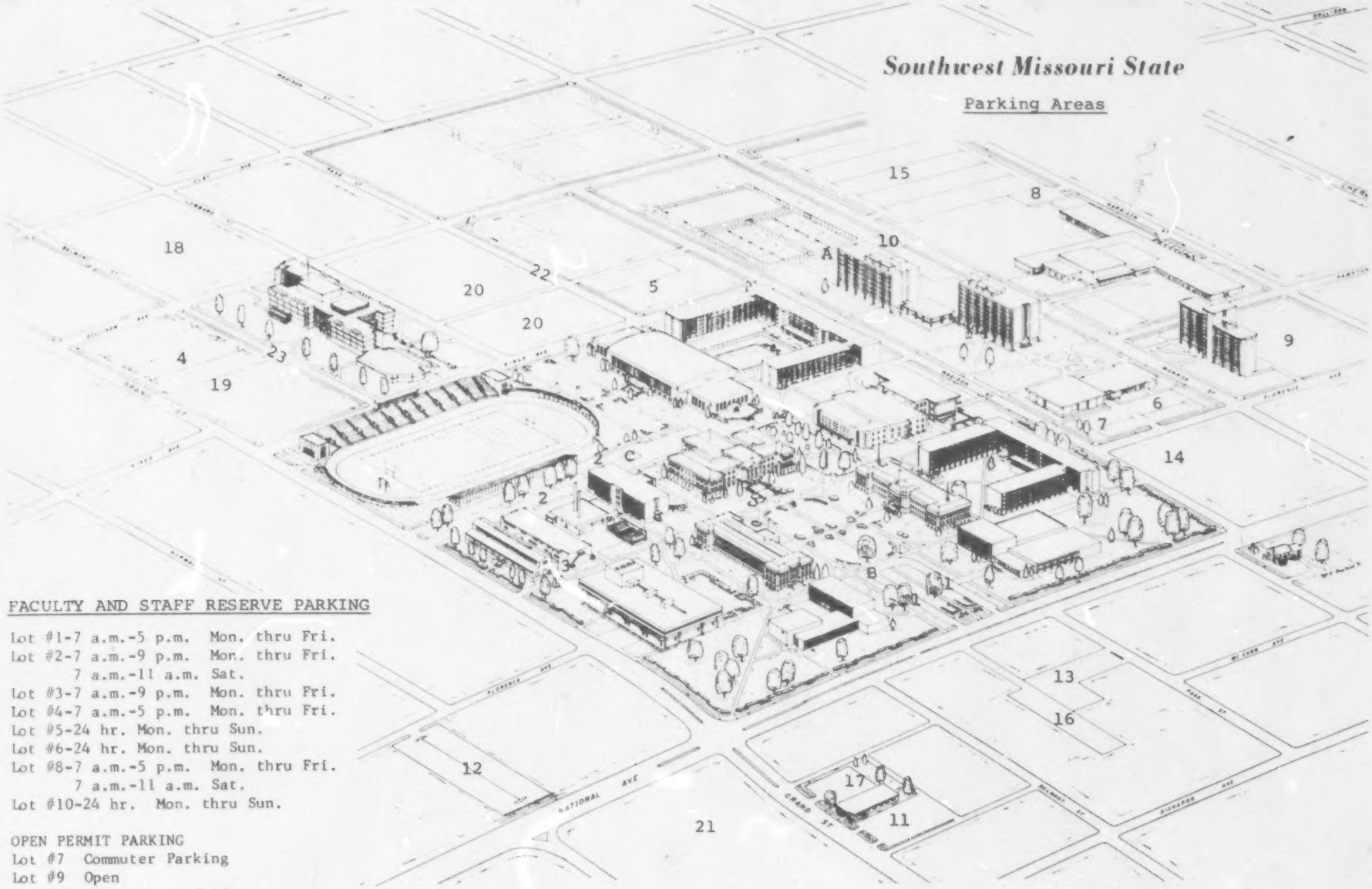
Reserved for doctors and staff and patient parking only. Patients must sign register at the reception desk of the Taylor Health Center. Reserved Monday through Sunday, 24 hours a day. No student or overnight parking.

Lot 7 Corners of Madison and Florence -- OPEN PARKING

Reserved for commuter parking Monday through Sunday. Open to students, faculty, and

Southwest Missouri State

Parking Areas



FACULTY AND STAFF RESERVE PARKING

Lot #1-7 a.m.-5 p.m. Mon. thru Fri.
Lot #2-7 a.m.-9 p.m. Mon. thru Fri.
7 a.m.-11 a.m. Sat.
Lot #3-7 a.m.-9 p.m. Mon. thru Fri.
Lot #4-7 a.m.-5 p.m. Mon. thru Fri.
Lot #5-24 hr. Mon. thru Sun.
Lot #6-24 hr. Mon. thru Sun.
Lot #8-7 a.m.-5 p.m. Mon. thru Fri.
7 a.m.-11 a.m. Sat.
Lot #10-24 hr. Mon. thru Sun.

OPEN PERMIT PARKING

Lot #7 Commuter Parking
Lot #9 Open
Lot #11 Open except Sunday
Lot #12 Commuter Parking
Lot #13 Open Lot #20 Open
Lot #15 Open Lot #21 Open
Lot #18 Open Lot #22 Open
Lot #19 Open Lot #23 Open

SPECIAL PERMIT

Lot #13 & #16 Baptist Student Union Permit
Lot #17 Athletic Dorm Permit
Lot #14 Church of Christ Permit

MOTORCYCLE PARKING

Area-A-West of Shannon Dorm
Area-B-S.E. Corner Lot 1
Area-C-Median Lot #2

staff members. No overnight parking. Vehicles parked on this lot between the hours of 2 a.m. and 7 a.m. will be issued violations.

Lot 8 Paved area immediately west of Greenwood Laboratory School -- RESERVED

Reserved for faculty and staff members from 7 a.m. to 5 p.m. Monday through Friday and 7 a.m. to 11 a.m. Saturday.

Lot 9 Gravel parking area immediately north of Woods Dormitory -- OPEN PARKING

Open to students, faculty, and staff members Monday through Sunday.

Lot 10 West of Shannon House (Towers, Men's Dormitory) -- RESERVED

Reserved Monday through Sunday, 24 hours a day, for faculty and staff parking. No student or overnight parking.

Lot 11 Paved area on east side of SMS Athletic Dormitory, 1221 East Grand -- OPEN PARKING

Open to students, faculty, and staff members Monday through Saturday. No Sunday parking.

Lot 12 Located at 1043 South National -- OPEN PARKING (Entrance in 1000 Block South Florence)

Open to commuter students, faculty, and staff members Monday through Sunday, 7 a.m. to 11 p.m. No overnight parking. Area is locked at 11 p.m.

Lot 13 Gravel parking area in the 1200 block East Page -- OPEN PARKING

Open to students, faculty, and staff members Monday through Sunday.

Lot 14 Special Permit Required -- RESERVED

Church of Christ reserved parking area is at the rear of SMS Christian Student Center at 1141 East Madison. Entrance to parking area through alley east of Student Center.

Reserved parking permits for this area may be obtained by contacting the SMS Christian Student Center, also SMS registration decal required. Monday through Friday, 7 a.m. to 6 p.m. parking only. No weekend or overnight parking. Lot is locked at 6 p.m.

Lot 15 500-car gravel parking area west of Greenwood School -- OPEN PARKING

Entrances on Monroe Street. Open to students, faculty, and staff members Monday through Sunday.

Lot 16 Reserved parking area at the rear of the Baptist Student Center at 906 South National. Entrance at 906 South National. Special Permit required -- RESERVED

Reserve parking permits for this area can be obtained by contacting the office at the Baptist Student Center. Permits to students, faculty, and staff members for Monday through Sunday parking. SMS auto registration decals are also required.

Lot 17 Reserved gravel area on west side of the SMS Athletic Dormitory, 1221 East Grand -- RESERVED

Limited number of reserve permits for this area can be obtained by contacting the Athletic Dormitory. Permits are issued to students, faculty, and staff members.

Lot 18 Block bounded by Belmont, Dollison, Lombard, and Clay Streets, entrance on Clay only.

Open to students, faculty and staff members Monday through Sunday.

Lot 19 Gravel area immediately east of Lot 4 at Grand and Dollison, entrances from alley-way between Grand and Belmont, East of Lot 4 -- OPEN PARKING

Open to students, faculty, and staff members Monday through Sunday.

Lot 20 Gravel parking area located north of Temple Hall, bounded by Lombard, Kings, Page, and Dollison Streets.

Open to students, faculty, and staff members Monday through Sunday.

Lot 21 Located at Southeast Corner of Grand and National

Open to students, faculty, and staff members Monday through Sunday.

Lot 22 Located between Dollison and Kings Streets -- Page Street

Open to students, faculty, and staff members Monday through Sunday with no parking between 1 a.m. and 6 a.m. daily.

Lot 23 Located between Dollison and Kings Streets -- Belmont Street

Open to students, faculty, and staff members Monday through Sunday with no parking between 1 a.m. and 6 a.m. daily.

Motorcycle Parking

1. Motorcycle area west of Blair-Shannon House
2. Small motorcycle area, southwest corner of Lot 1
3. Median of Lot 2

Bicycle Regulations

Those individuals parking bicycles in the following places will be subject to a $5.00 fine by the SMSU Security Department:

Ramps; doorways; inside administration or academic buildings; directly on sidewalks or any other area which might hamper pedestrian movement.

Also, bicycles which are illegally parked are subject to confiscation by the SMSU Security Department.

Campus Security -- Police Patrol

1. Although employees in the Safety and Security Office will take every possible precaution to prevent theft or damage to vehicles, the institution does not accept the responsibility for the care or protection of any vehicle or its contents while parked on the campus.

2. Springfield City police have the legal right to issue tickets for traffic violations at all times, in any place within the boundaries of the City of Springfield, including the campus of SMS, when invited to do so.

For any additional information regarding the Safety and Security Office services, contact the Safety and Security Office, room 123, in the administration building. The office may be reached by phone, extension 383 or 444.

PERSONAL PROPERTY AND TRANSPORTING ITEMS OFF CAMPUS

In order to protect both the property of a personal nature and campus property, it will be necessary for the Security department to check closely on items being transported off campus. Items frequently causing trouble are as follows: file cabinets, bookcases, adding machines, typewriters, tape recorders, dictating equipment, fans, electric heaters, lamps, and microscopes.

To avoid embarrassment to the Security officer, the faculty member or other SMS employee, all personal property must be registered with the Inventory and Property Control Officer, room 114, in the administration building. Forms for the registration of such property are available from the Property Control Office.

Items easily confused with SMS-owned property should have the name of the property owner on an embossed tape fastened directly to the item. An embossing tapewriter and the tape for embossing the name are available at the Property Control Office.

SMS-owned property should be removed from the campus only with permission of the department head. All department heads are requested to keep an active file on the removal and return of any school-owned property.

PERSONNEL RECORDS

The institution maintains personnel records for each faculty member in the office of the Dean of Faculties. These records include copies of the personal data sheet, recommendations, transcripts of academic work, and correspondence and records dealing with terms and conditions of employment.

Personnel records are not open to inspection by faculty members.

PRINTING SERVICES

The following services are available for the convenience of the faculty and administrative staff, in the printing department:

1. Xerox copier 2400 for copying material which may be charged to the various departments, according to departmental procedures. Personal copies may be made and paid for by the individual.

2. A.B. Dick offset and collator "quick press" for short-run orders delivered the same day the copy is received.

3. Two small and one large Multilith offset presses for long runs of several thousand copies of brochures, posters, reports, forms, carbonless forms, layout and camera-ready copy.

4. Paper and inks available in the same selection of colors, weight, and texture found in any commercial print shop.

5. Spiral and perfect bindings available.

6. Text copy for brochures, books, etc., will be justified. However, copy must be double-spaced, clean, and proofed before it is brought to the printing department; must be proofed after it has been justified; and the work order must be signed as proofed before the final layout is prepared for printing.

7. Every order must be accompanied by a work order signed by the department head or a member of the administrative staff.

8. Assistance by the supervisor in planning any type of printing or in answering questions regarding the services available.

In the Campus Union, room 106, posters, plastic signs, and duplicating are also available. Necessary supplies for these machines are available, too.

PURCHASING PROCEDURES

All purchases to be made with SMS funds must be made in strict accordance with policies and procedures set forth in the campus Purchasing Manual.

All purchase requisitions for materials, supplies, services, and contracts must be approved by the department head and forwarded to the Business Office. This written requisition must be approved and "funded" by the Business Office before it is forwarded to Purchasing for action. Claims for payment for purchases which have not been approved and to which a purchase order was not assigned will be returned to the vendor or to the individual responsible for the purchase. It will then be the responsibility of the purchaser to pay the bill or return the purchase.

The campus "General Stores" maintains a stock of over 1,500 different items that are commonly used by all departments. The department head or departmental secretary has a Stores catalog and the information for ordering. For additional information, refer to the Purchasing Manual or call the Purchasing Office, extension 233.

RELEASE OF INFORMATION

The Office of Information and Publications is the administrative center for the preparation and distribution of news releases, publications, bulletins, brochures, and other informational material. Faculty members are requested to work through the Office of Information and Publications in the preparation and release of such items.

SALARY POLICIES

Faculty members are paid their salaries on the last banking day of the month. The salary is paid by check, distributed through the Controller to designated personnel in departmental offices. Each individual is expected to sign for his own check. Regular members of the faculty are employed for nine months of teaching but their salaries are paid over a twelve-month period.

SCHEDULING OF CAMPUS FACILITIES

1. Reservations for facilities may be made by contacting the Facilities Coordinator, room 106 CUB, or by dialing extension 320, at least five days in advance. Reservations will not be considered confirmed until Facilities Reservation Form B-27 has been properly signed and returned to room 106 at least 72 hours in advance of the event. Reservation forms not returned 72 hours prior to the event are subject to cancellation. The only exceptions are:

   a. Regularly scheduled classes and final examinations -- These assignments will be prepared by the Scheduling Officer and be recorded with the Reservations Coordinator.

   b. Academic Offices -- These will be assigned through the Office of the Dean of Faculties and recorded with the Office of the Scheduling Officers and the Reservations Coordinator.

   c. Advisee Conferences -- These will be assigned by the Office of the Dean of Faculties and be recorded with the Reservations Coordinator.

2. Requests for special equipment must be made at least three days in advance of need. A list of special equipment for use is available in the Reservations Office, room 106 of the Union, as well as the request form. All equipment to be used in the Union must be reserved with the Reservations Coordinator.

3. Facilities requests must be signed by the department head; or if a request is non-departmental in nature, by adviser of the sponsoring organization.

4. The Reservations Coordinator processes all requests for food served on campus. Requests must be made one week in advance and must be definite in regard to the number of guests at least 48 hours before serving time. In general, dinners or banquets will be served in the Union or in Blair-Shannon House. Any exception must be approved by the Business Office.

General Regulations

1. Assignment of space, furnishings, and equipment for continuing use by organizations, activities, or departments will be made only with the approval of the Business Office upon recommendation of the dean or the official in charge of the activity. The use of available SMS facilities, grounds, or equipment for any activity other than regularly scheduled class work must be secured in advance from the Reservations Coordinator.

2. Limitations on Use of Facilities and Grounds -- Southwest Missouri State is an educational institution supported by the State, with its primary purpose that of providing sound educational experiences for both students and adults of the State. Because the facilities of the institution are not adequate to serve all groups, priorities must be established for their use in certain areas.

a. SMS facilities will normally be used for school functions or educational programs only. All requests for use of facilities by off-campus groups will be cleared through the Business Office before scheduling.

b. Use of Facilities by Faculty -- Use of facilities for seminars, special sessions, research, review sessions, etc., must be scheduled through the regular procedure.

c. Use of Facilities by Student Groups at SMS -- All student groups recognized by the Student Affairs Office may arrange, through proper procedures, for the use of available campus facilities provided that such facilities are not to be used for promoting off-campus activities of a commercial nature by a sponsoring student organization, or that such facilities are not to be used for religious worship. SMS facilities are allowed to be used for support of a nationally recognized charity with prior approval by the Associate Dean of Students.

d. Money-Making Projects by Student Organizations (see subject, pages 76-77)

Normal Rental Charges for Groups using University Facilities:

Room		Student Rate	Non-Student Rate
Ballroom	Lecture - Movie	$ 40.00	$100.00
	Dance	75.00	140.00
	Dinner	100.00	175.00
309 - Empire Room:	Lecture - Movie	25.00	50.00
	Dance	40.00	80.00
	Dinner	60.00	100.00
308 -	Lecture - Movie	15.00	30.00
	Dance	30.00	60.00
	Dinner	45.00	75.00
310 - Bilsborough Lounge -	Reception	20.00	40.00
	Small, formal dinner	30.00	50.00
303 - Alumni Lounge -	Reception	10.00	20.00
	Small, formal dinner	15.00	25.00
Meeting rooms - 113, 115, 118, 214	216, 218, 224, 228	5.00	20.00
Dining rooms - 113, 114, 115, 117	118, 222, 225	10.00	30.00
Use of projector or follow spot		5.00	5.00
Projectionist or spot operator (hourly rate)		5.00	5.00
Craig Hall Theatre		50.00	100.00
Carrington Hall Auditorium		60.00	120.00
Ellis Recital Hall		50.00	100.00
Choral Room		25.00	50.00
McDonald Arena (not available September through April		150.00	350.00
Meeting room (any building)		25.00	25.00
Sound and light technician - - $5.00 minimum, $3.00 per hour after second hour			

When the above facilities are requested for rehearsals, there is an additional charge of 25 percent of the rental rate to cover custodial and utility costs. Rehearsals are limited to 3 hours. The student rates shown above apply for admission-charge events only.

Facilities Fees for Conferences:

This applies to all groups other than SMS-recognized student organizations and is in lieu of rental charges for groups using several building facilities:

1 -	day	$1.00 per person
2 -	3 days	$2.00 per person
4 -	7 days	$4.00 per person
8 -	14 days	$6.00 per person
15 -	21 days	$8.00 per person

Holiday and week-end rates will be slightly higher.

Application for Student and Non-Student Rates

Student -- Student rates apply to SMS-recognized student organizations, groups sponsored by college departments, and affiliated organizations when facility is used for a money-making event.

Waiving of Charges

In the event of a request for a waiver of any charges for Union facilities, the Union Director will consult with the Director of Business Operations, and he has the sole responsibility for waiving any fees.

All refreshments on campus will be handled through the Union food service facilities and they will be responsible for their distribution or sale. Requests for exceptions to this policy should be made to the Business Office.

3. Use of Facilities by Adult Off-Campus Groups -- Use of facilities by off-campus adult groups may be granted when:

   a. The meeting or activity is sponsored or invited to the campus by an instructional or administrative department of SMS as part of its educational program and has the prior approval of the Dean of Faculties.

   b. The group is educational, civic, or charitable in nature and is recommended by a department head, dean, or administrative officer, and is approved by the Business Office.

4. Campus facilities will not be rented for the promotion or conduct of private business. Certain facilities may be made available to off-campus groups on a rental basis after execution of an appropriate contract when this does not interfere with the regular campus schedule of activities. The schedule of charges is available in the Reservations Office in the Union.

   No effort is being made to compete with private business, and, as a general rule, space will be made available on a rental basis only if suitable facilities are not available from private sources. In the event of a late cancellation, a charge will be made to cover the necessary expense involved.

SMOKING

Both because of the fire hazard and because of the discomfort it causes some students, all teachers must enforce the rule that smoking is not to be permitted in classes or laboratories. This regulation applies to both faculty and students. Faculty members are requested to see that this rule is followed.

SOLICITATION FOR CHARITABLE ORGANIZATIONS

On-campus solicitation of students by representatives of charitable organizations will be permitted provided the following requirements are met:

1. The organization is nationally recognized.

2. It is a bona fide charity.

3. Solicitation is sponsored by a recognized student organization and properly registered with the Student Affairs Office.

4. Contributions are entirely voluntary and "quotas", or similar "measures of giving" are not imposed.

SURVEYS AND QUESTIONNAIRES

The teacher of the class is responsible for the administration of questionnaires or surveys used by students in his class to meet class assignments. The survey instrument should have a cover letter or an opening section which gives the following information:

1. The dates the survey is being made.

2. The name of the student making the inquiry.

3. The course name and number in which the survey is being taken.

4. The name of the professor of the course.

5. There should be a statement on all questionnaires that the survey instrument has been reviewed and approved by the instructor of the course.

TEST ANALYSIS SERVICES

The Optical Mark Scoring reader in the Computer Center provides an automated approach to scoring of objective tests. In addition to scoring individual answer sheets, it is possible to run an item analysis which includes mean, standard deviation, and interval frequency for the test.

Arrangements for using the test scoring services should be made in advance with the Computer Center.

TEXTBOOK ORDERS

Book requisition forms are supplied by the Bookstore to each department. Faculty members are asked to type in all information asked for on the requisition. The requisition must then be signed by the department head before being forwarded to the Bookstore.

Normally orders are received in six to eight weeks from the time the order is placed. If books will be needed sooner than this, a rush order will be placed.

The Bookstore can return only a limited number of books purchased from a publisher. All estimates should be as accurate as possible.

Cancellation of books after they have been received by the Bookstore must be approved by the department head and the Bookstore.

The Bookstore offers a special order service. A book may be ordered and received in approximately two weeks.

UNIVERSITY-SPONSORED TRIPS

SMS policies require that all educational and recreational campus-sponsored trips involving students must have the approval of the department head concerned and the concurrence of the Associate Dean of Students. The latter is charged with maintaining a list of the students making the trip and is responsible for being able to contact them when emergencies arise during their absence from the campus. He is also responsible for notifying parents or next of kin in the event of death or injury to students participating in trips. To fulfill these responsibilities to the student and parents, close coordination and cooperation are essential between the

trip sponsor, department head, and the Student Affairs Office. Minimum essential information necessary for any trip is: date(s), hour(s) of departure and return, name of sponsor, list of students with home addresses and telephone numbers, purpose of trip, mode of transportation, and destination, including phone number to contact en route and at destination.

When trips are conducted during the school day, in state-owned or commercial transportation (both are covered by insurance), the information may be furnished by telephone the day prior to the trip. Information on trips which are prescheduled, such as athletics and debate team trips, may be furnished on a one-time basis so long as changes in personnel or plans are furnished the day before the trip. Information on overnight or extended trips should be furnished the week before the trip is to start with updated information to the Student Affairs Office twenty-four hours prior to departure.

A trip procedure check list has been prepared for the convenience of those sponsoring trips. It is designed to protect the sponsor, students, and SMS, and is primarily applicable to trips which extend for two or more days. The trip procedures check list can be secured from the Student Affairs Office.

USE OF SMS CARS

SMS has several cars which may be used for official business of the institution. Cars must be reserved in advance in the Business Office. For details as to travel procedures and travel expenses see UNIT II -- POLICIES, "Travel".

USE OF SMS EQUIPMENT

It is the institutional policy that no SMS property and/or equipment will be loaned or used by any non-SMS groups or activities.

The custom in the past has been, however, to allow employees of the institution, both professional and non-professional, to use campus equipment (projectors, recorders, etc.) for non-campus appearances. This procedure will be continued, but the department head should approve these uses.

"WHO DOES WHAT"

Directory of SMS Services

Service	Performed by	Title or Office	Office Number
Absences of Students			
--faculty reports of absences	Mr. Harry O. Taylor	Academic Affairs	CAR210
--reports of absences by students or parents will be filed in the Student Affairs Office. Faculty wishing to verify may call:			
--for men	Mr. David A. Harris	Assistant Dean of Students	CAR209
--for women	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
Academic Advisement Program	Dr. Russell Keeling	Associate Dean of Faculties	CAR210
--Academic Advisement Center	Mrs. B. J. Marymont	Supervisor	CAR312
--Advisement:			
--undeclared majors	Student's Adviser or Academic Advisement Center		
--declared majors	Student's Adviser or Dean of School:		
	--Dr. Holt V. Spicer	Arts and Humanities	CAR314
	--Dr. Don L. Calame	Business	SCI228
	--Dr. Patrick Copley	Education and Psychology	HIL304A
	--Dr. Clifton Thompson	Science and Technology	CAR314
Address, Change of	Records Office	Admissions and Records	CAR202
Admission	Mr. Lyle Leisenring, Director	Admissions and Records	CAR200
	Mr. Edward Pierce, Associate Director	Admissions and Records	CAR200
Air Conditioning	Mr. Bob Wynn	Physical Plant, Power House	
Alumni	Mr. James Allwood	Information and Publications	CAR205
Athletics:			
	Dr. Mary Jo Wynn	Director for Women	MCD104
	Mr. Aldo Sebben	Director for Men	MCD201
--tickets for sports events	Mr. Bill Rowe	Athletic Office	MCD105
Audio-Visual Center (see Educational Media Center)			
Audio-Visual Materials	Miss Betty Brigham	Library, Curriculum Laboratory	
Automobiles			
--arrange for use of school cars	Mrs. Twila Hansen	Business Office	CAR118
Bookstore	Mr. Max Wood	SMS Bookstore	
Budget Statements	Mr. Tom Allen	Controller	CAR119
Building Maintenance	Mr. Bob Wynn	Physical Plant, Power House	
Calendars			
--Activities Calendar Committee	Mr. Don Payton	Chairman	CAR205
--CU Activities Calendar	Ms. Lou Dugan	Assistant Director	CUB229
--Appointment Calendar	Mr. Don Payton	Information and Publications	CAR205
--Weekly Calendar of Events	Mrs. Betty Larkin	Facilities Coordinator	CUB106

Service	Performed by	Title or Office	Office Number
Campus Development	Mr. Ron Crews	Campus Development	CAR118
Campus Union Board	Ms. Lou Dugan	Assistant Director	CUB229
	Mr. David Mackay	Assistant Director	CUB229
Career Information & Placement	Mr. Wensey Marsh	Placement Office	CAR204
Catalog	Mr. John Bell	Admissions and Records	CAR202
Change of Address	Records Office	Admissions and Records	CAR202
Change of Major and Adviser	Academic Advisement Center	Advisement Center	CAR312
--change of Adviser only	Department Head for Major		
--graduate students	Dr. Imon D. Bartley	Dean of Graduate School	CAR307
Change of Schedule			
--undergraduate students	(1) Departmental Office (2) Student's Adviser		
--graduate students	(1) Departmental Office (2) Dr. Imon D. Bartley (3) Adviser	Dean of Graduate School	CAR307
Checks cashed	Mr. Gene Edwards	Bursar	CAR102
Child Development Laboratory	Mrs. Jacquelyn Ledbetter	Office and Classroom, 949 S. Kings	
Child Study Center	Dr. Frances P. McNiece	Director 1008 E. Grand	
Closed-Circuit Television (see Educational Media Center)			
Computer Center Services	Mr. Gene Ellis	Director	CAR105
Convocations Series			
--in charge of	Dr. Homer Long	Associate Dean of Students	CAR209
--tickets	Box Office	Craig Hall Lobby	
Counseling Center	Dr. Billy D. Rippee	Director	CAR113
Crafts Workshop	Mr. Dave Mackay	Assistant Director	CUB229
Credit Union	Mr. J. C. Bartee	Credit Union, 827 S. Kings (upstairs)	
Curriculum Laboratory	Miss Betty Brigham	Library, Curriculum Laboratory	
Custodial Service	Mr. Bob Davis	Physical Plant, Power House	
Deans of Schools			
--Arts and Humanities	Dr. Holt V. Spicer	Arts and Humanities	CAR314
--Business	Dr. Don L. Calame	Business	SCI228
--Education and Psychology	Dr. Patrick Copley	Education and Psychology	HIL304A
--Graduate School	Dr. Imon D. Bartley	Graduate Office	CAR307
--Science and Technology	Dr. Clifton Thompson	Science and Technology	CAR314
Degree Checks	Mr. John Bell	Records Office	CAR202
	Mrs. Jane Akridge	Records Office	CAR304A
	Mrs. Nancy Paul	Records Office	CAR304A
Degree Program	Dr. Russell Keeling	Associate Dean of Faculties	CAR210
Directory (student and faculty)	Mr. Edward Pierce	Admissions and Records	CAR200

Service	Performed by	Title or Office	Office Number
Dropping Course (or Adding)			
--undergraduate students	(1) Departmental Office (2) Student's Adviser		
--graduate students	(1) Departmental Office (2) Dr. Imon D. Bartley (3) Student's Adviser	Dean of Graduate School	CAR307
Educational Media Center	Mr. Ralph Hawkins	Director --Audio-Visual Department --Closed-Circuit Television	 HIL102 LAP6
Electrical Problems	Mr. Bob Wynn	Physical Plant, Power House	
Employment for Students	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Environmental Health and Safety	Mr. Burnie Snodgrass	Environmental Health and Safety Officer	Health Center
Evening Activities			
--academic affairs	Mr. Haldon D. Funk	Dir., Spec. Academic Services	CAR210
--student activities	Mr. Dan Stark or Mr. Dave Mackay	Director, Campus Union Asst. Director, Campus Union	CUB105 CUB229
--emergencies		Safety and Security Office	CAR123
--information		Safety and Security Office	CAR123
--security	Mr. Kenneth Nobles	Director, Safety & Security	CAR123
Faculty Senate			
--chairman	Dr. Don McInnis	Faculty Senate	CAR312
--vice chairman	Dr. Tom Fullerton	Craig Hall	CRA327
--chairman, School Councils	Dr. B. B. Lightfoot	Arts and Humanities	HIL205
	Mr. Ernest Laske	Business	SCI126B
	Dr. James R. Pollard	Education and Psychology	HIL310
	Dr. Richard Myers	Science and Technology	TEM269
--secretary	Dr. William L. Holman	Craig Hall	CRA348
--office secretary		Senate Office	CAR312
Facilities Reservations	Mrs. Betty Larkin	Facilities Coordinator	CUB106
Federal Programs	Dr. E. Howard Matthews	Assistant to President	CAR205
Fees			
--Assessment	Registration Office	Admissions and Records	CAR306
--collection	Mr. Gene Edwards	Bursar	CAR102
--residency questions	Mr. Edward Pierce	Admissions and Records	CAR200
Financial Aids for Students	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Flowers--for faculty and staff			
--for death of father, mother, children, spouse	Mrs. Karen Snyder	Information and Publications	CAR205
Food Service		Saga Food Service	
--supervision and management	Mr. Gordon Williams	Campus Union Building	CUB116
--reservations and menu consultation	Mrs. Betty Larkin	Facilities Coordinator	CUB106
Foreign Students			
--adviser	Dr. E. Howard Matthews	Foreign Student Adviser	CAR205
--admission	Mr. Edward Pierce	Admissions and Records	CAR200
G.E.D. Tests	Dr. Billy D. Rippee	Counseling Center	CAR113

Service	Performed by	Title or Office	Office Number
Glass Breakage	Mr. Bob Wynn	Physical Plant, Power House	
Grade Correction ("I" grade change--see "Grading")	Dr. Robert Gilmore	Dean of Faculties	CAR210
Graduate Record Examinations and Testing Programs	Dr. Billy Rippee	Director, Counseling Center	CAR113
Graduate Studies	Dr. Imon D. Bartley	Dean of Graduate School	CAR307
Graduating Seniors	Mr. John Bell Mrs. Jane Akridge	Records Office Records Office	CAR202 CAR304A
Greenwood Laboratory School	Dr. James Jester	Department Head	LAB4
Grounds	Mr. Bob Wynn	Physical Plant, Power House	
Handicapped Student Adviser	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Health Insurance --faculty, staff and non-academic employees --students	Mrs. Mary Sneed Taylor Health Center	Director of Personnel Taylor Health Center	CAR118
Health Service	Dr. Richard L. Bartley	Director Health Center	
Heating	Mr. Bob Wynn	Physical Plant, Power House	
Home Management House	Miss Imogene Agee	736 S. National	
Housing for Students --policy --contracts, building assignments	Mr. Arnold Townsend Miss Elizabeth Snodgrass Mrs. Wilda Looney	Director of Housing Blair-Shannon Assistant Director Blair-Shannon Assistant Director Blair-Shannon	
Identification Cards --for students --for academic employees --regular faculty --temporary academic personnel --non-academic personnel	Mr. John Bell Miss Wanda Elliott Department Head Miss Wanda Elliott	Admissions and Records Controller's Office Controller's Office	CAR202 CAR119 CAR119
Information and Publications	Mr. Don Payton	Information and Publications	CAR205
Insurance Programs	Mrs. Mary Sneed	Personnel Director	CAR118
Inventory, Furniture Moves, Furniture and Equipment Transfers	Mr. Ray Krebs	Property Control	CAR114
Keys for Buildings	Mrs. Ruth Goehring	Safety and Security	CAR123
Leaves (for faculty)	Dr. Robert Gilmore	Dean of Faculties	CAR210
Library	Mr. Robert Harvey	Library Building, Librarian's Office	
Loans for Students	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Lock Repairs	Mr. Bob Wynn	Physical Plant, Power House	
Lost and Found Items --report to --turn in to	Mr. Kenneth Nobles Information Desk	Safety and Security Campus Union	CAR123

Service	Performed by	Title or Office	Office Number
Media Productions	JoNell Campbell	Media Productions Director	CAR303
News Releases and Publicity	Mr. Don Payton	Information and Publications	CAR205
Nile Green News	Mrs. Tina Lentz	Information and Publications	CAR205
Notary Services	Ms. Cathy Kinney	Financial Aids Office	CAR104
	Mrs. Becky Flake	Campus Development	CAR118
	Mrs. Barbara Krasser	Personnel Office	CAR118
	Mrs. Nadine Nix	Student Affairs	CAR209
	Miss Wilma Tolbert	President's Office	CAR201
	Mrs. Mary Friend	Athletic Office	MCD105
Off-Campus Courses	Dr. Haldon D. Funk	Special Academic Services	CAR210
Orientation (for freshmen) --summer pre-registration of fall freshmen	Dr. Russell Keeling	Associate Dean of Faculties	CAR210
Parking			
--permits, guests, faculty, staff	Mr. Kenneth Nobles	Safety and Security	CAR123
--violations	Mr. Kenneth Nobles	Safety and Security	CAR123
Payroll	Miss Wanda Elliott	Controller's Office	CAR119
Personnel Records and Employment			
--faculty	Dr. Robert Gilmore	Dean of Faculties	CAR210
--non-academic	Mrs. Mary Sneed	Personnel Director	CAR118
Placement (see Career Information and Placement)			
Plumbing Problems	Mr. Bob Wynn	Physical Plant, Power House	
Preregistration (academic year)	Mrs. Louise Cass	Admissions and Records	CAR306
Printing Service			
--porters, mimeograph copies plastic signs, and supplies	Mrs. Betty Larkin	Facilities Coordinator	CUB106
--printing	Mrs. Guen Gustad	Printing Service	CAR110
--routine office orders, etc.	Mrs. Guen Gustad	Printing Service	CAR110
Probation (academic)			
--undeclared majors	Dr. Bernice Warren	Assistant Dean of Faculties	CAR210
--declared majors	Deans of Schools:		
	--Dr. Holt V. Spicer	Arts and Humanities	CAR314
	--Dr. Don L. Calame	Business	SCI228
	--Dr. Patrick Copley	Education and Psychology	HIL304A
	--Dr. Clifton Thompson	Science and Technology	CAR314
Purchasing	Mr. Robert McIntyre	Purchasing Office	CAR106
Reading Laboratory	Dr. Charles Tegeler	Reading Laboratory	CAR315
Records (transcripts, etc.)	Mr. John Bell	Records Office	CAR202
	Mrs. Julie Bramwell	Records Office	CAR202
Registration and Preregistration	Mr. Jerry Smith	Admissions and Records	CAR200
	Mrs. Louise Cass	Admissions and Records	CAR306
Research, Coordinator of	Dr. E. Howard Matthews	Assistant to President	CAR205
Research, Institutional	Mr. Larry Gates	Director, Institutional Research	CAR205
Reservations			
--facilities, all campus	Mrs. Betty Larkin	Facilities Coordinator	CUB106
--classrooms	Mrs. Louise Cass	Admissions and Records	CAR306
Retirement	Mrs. Mary Sneed	Director of Personnel	CAR118

Service	Performed by	Title or Office	Office Number
Safety and Security Services	Mr. Kenneth Nobles	Director	CAR123
Sailboats, Campus Union --checkout	Mr. William Chapman	Games Room Supervisor, CUB Games Room	
Scheduling of Courses	Deans of School	(see Deans of Schools)	
Scholarships	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Speakers Bureau	Mrs. Tina Lentz	Information and Publications	CAR205
Sports Publicity	Mr. Mark Stillwell	Information and Publications	CAR205
Stores			
--for information on items in stock in Stores	Mr. Robert McIntyre	Purchasing Office	CAR106
--SMS Stores	Mr. Ed Aspelmeier	Stores--at Power House	
Student Activities Approval	Dr. Homer Long	Associate Dean of Students	CAR209
Student Disciplinary Action			
--for men	Mr. David A. Harris	Assistant Dean of Students	CAR209
--for women	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
Student Financial Aids	Mr. R. Todd Morriss	Financial Aids Office	CAR104
Student Government	Dr. Thomas J. Wyrick	Dean of Students	CAR209
--Bear Facts Bulletin	Dr. Homer Long	Associate Dean of Students	CAR209
Student Organizations	Dr. Homer Long	Associate Dean of Students	CAR209
--Association of Women Students	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
--Fraternity and Inter-fraternity Council	Mr. David A. Harris	Assistant Dean of Students	CAR209
--Sororities and Panhellenic Council--sponsor, eligibility	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
Student Publications			
--The Ozarko		Editor	CUB230
--The Southwest Standard		Editor	CUB231
Student Records			
--academic	Mr. Lyle Leisenring	Admissions and Records	CAR200
	Mr. John Bell	Admissions and Records	CAR202
--advisee	Mrs. B. J. Marymont	Advisement Center	CAR312
--non-academic	Dr. Thomas J. Wyrick	Dean of Students	CAR209
Student-related services			
--use of Bulletin Board	Dr. Homer Long or	Associate Dean of Students	CAR209
	Mrs. Betty Larkin	Facilities Coordinator	CUB106
--dormitory leaves for women (late or overnight permission)	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
--emergency messages			
--for men	Mr. David A. Harris	Assistant Dean of Students	CAR209
--for women	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
--verification of enrollment			
--for Social Security	Mr. John Bell	Records Office	CAR202
--for Veterans Administration	Mr. Robert Holbrook	Counseling Center	CAR113
Student Trips			
--sponsored by SMS	Dr. Homer Long	Associate Dean of Students	CAR209
--sponsored by Campus Union	Mr. Dan Stark	Director, Campus Union	CUB105
Student Teaching	Dr. Robert L. Musgrave	Director of Student Teaching	HIL300

Service	Performed by	Title or Office	Office Number
Suspensions			
--academic, undeclared majors	Dr. Bernice Warren	Assistant Dean of Faculties	CAR210
--declared majors	Deans of Schools:		
	--Dr. Holt V. Spicer	Arts and Humanities	CAR314
	--Dr. Don L. Calame	Business	SCI228
	--Dr. Patrick Copley	Education and Psychology	HIL304A
	--Dr. Clifton Thompson	Science and Technology	CAR314
--disciplinary--women	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
--men	Mr. David Harris	Assistant Dean of Students	CAR209
Swimming Passes	Dr. Wayne McKinney	Department of Health and Physical Education	MAC101
Teacher Certification			
--temporary academic contract	Dr. Robert L. Musgrave	Director of Student Teaching	HIL300
--B.S. in Education-- graduating seniors	Mr. John Bell	Admissions and Records	CAR202
Teacher Education Program	Dr. Patrick O. Copley	Dean, School of Education and Psychology	HIL304A
Testing	Dr. Billy Rippee	Counseling Center	CAR113
Tickets			
--athletic events	Mr. Bill Rowe	Athletic Office	MCD105
--speech department events		Craig Hall, Lobby Box Office	
--music department annual opera		Craig Hall, Lobby Box Office	
--Union Board Activities	Ms. Lou Dugan	Campus Union Ticket Booth	CUB108
Transfer Evaluations	Mr. Edward Pierce	Admissions and Records	CAR200
	Ms. Mary Howard	Admissions and Records	CAR200
Travel			
--for faculty, Deans of Schools	Dr. Holt V. Spicer	Arts and Humanities	CAR314
	Dr. Don L. Calame	Business	SCI228
	Dr. Patrick Copley	Education and Psychology	HIL304A
	Dr. Clifton Thompson	Science and Technology	CAR314
--candidate travel	Dr. Robert Gilmore	Dean of Faculties	CAR210
Typewriter Pool and Repairs	Mr. Robert McIntyre	Purchasing Office	CAR106
Undergraduate Testing	Dr. Billy Rippee	Director, Counseling Center	CAR113
Union Board (Campus Union)	Ms. Lou Dugan	Assistant Director	CUB229
	Mr. Dave Mackay	Assistant Director	CUB229
Union Building	Mr. Dan Stark	Director	CUB105
--activities	Ms. Lou Dugan	Assistant Director	CUB229
--lost and found items turned in	Information Desk	Union Building Lobby	
--posters and mimeograph copies	Mrs. Betty Larkin	Reservations	CUB106
--games room	Mr. William Chapman	Supervisor	CUB2
--reservations	Mrs. Betty Larkin	Facilities Coordinator	CUB106
--coordinator, evening operations	Mr. David Mackay	Assistant Director	CUB105
--crafts workshop	Mr. David Mackay	Assistant Director	CUB229
--lecturers	Ms. Lou Dugan	Assistant Director	CUB229
Veteran's Services			
--counselor	Mr. Robert Holbrook	Counseling Center	CAR113
--vocational rehabilitation authorizations	Mr. Robert Holbrook	Counseling Center	CAR113
--verification of enrollment	Mr. Robert Holbrook	Counseling Center	CAR113

Service	Performed by	Title of Office	Office Number
Visiting Lecturers	Dr. Robert Gilmore	Dean of Faculties	CAR210
Vocational Rehabilitation	Mr. R. Todd Morriss	Financial Aids Office	CAR104
War Orphans Counselor	Mr. Robert Holbrook	Counseling Center	CAR113
West Plains Residence Center			
--administrator	Mr. Marvin Green	Dean, West Plains, Missouri	
--admissions	Mr. Lyle Leisenring	Admissions and Records	CAR200
Withdrawal from SMS			
--for men	Mr. David Harris	Assistant Dean of Students	CAR209
--for women	Mrs. Judy Geisler	Assistant Dean of Students	CAR209
Work Orders			
--maintenance, custodians and grounds	Mrs. Dorothy Shaw	Physical Plant, Power House	

UNIT VI -- FACULTY ORGANIZATIONS

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The Southwest Missouri State chapter of the A.A.U.P., which was organized in 1944, meets on this campus each month to consider matters of interest to the members.

COMMUNITY TEACHERS ASSOCIATION

The C.T.A. is a long-established organization on the campus. It is an affiliate of the Missouri State Teachers Association. The organization meets as the need arises, with an annual April meeting to discuss topics related to education--particularly legislation affecting educators.

THE FACULTY DAMES

The Faculty Dames is the organization of wives of faculty and staff members. The group was established in 1920. During the period from October to June each year the Dames hold monthly social meetings.

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